

For Vcs:

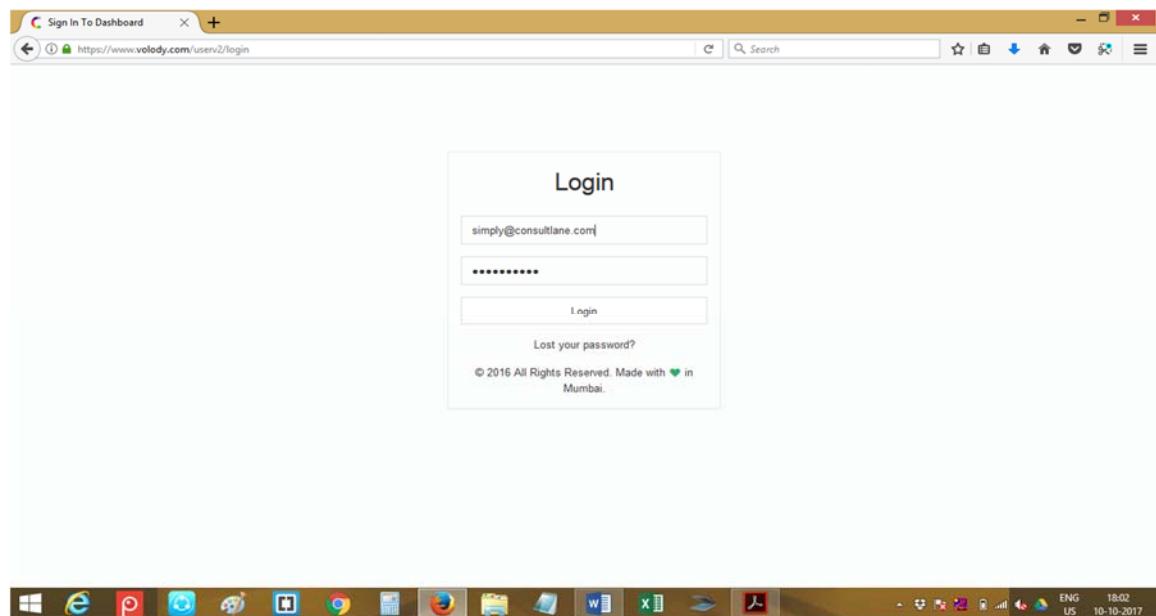
- Go to www.volody.com and click on Volody CS

The screenshot shows the homepage of the Volody website. At the top, there's a navigation bar with links for Products, Video, Price, Blogs, Partner, and More. A phone number +91 8080809301 is also present. The main heading is "Cloud based Software for Secretarial, Tax, Compliance & Legal Automation". Below this is a "FREE TRIAL" button. The "Products" section features eight circular icons representing different software modules: Volody CS (books), Volody Compliance (puzzles), Volody LAW (scales), Volody Case Manager (books and gavel), Volody GST (GST symbol), Volody Board Meeting (gavel and document), Volody Contract Manager (document and pen), and Volody ERP (two people).

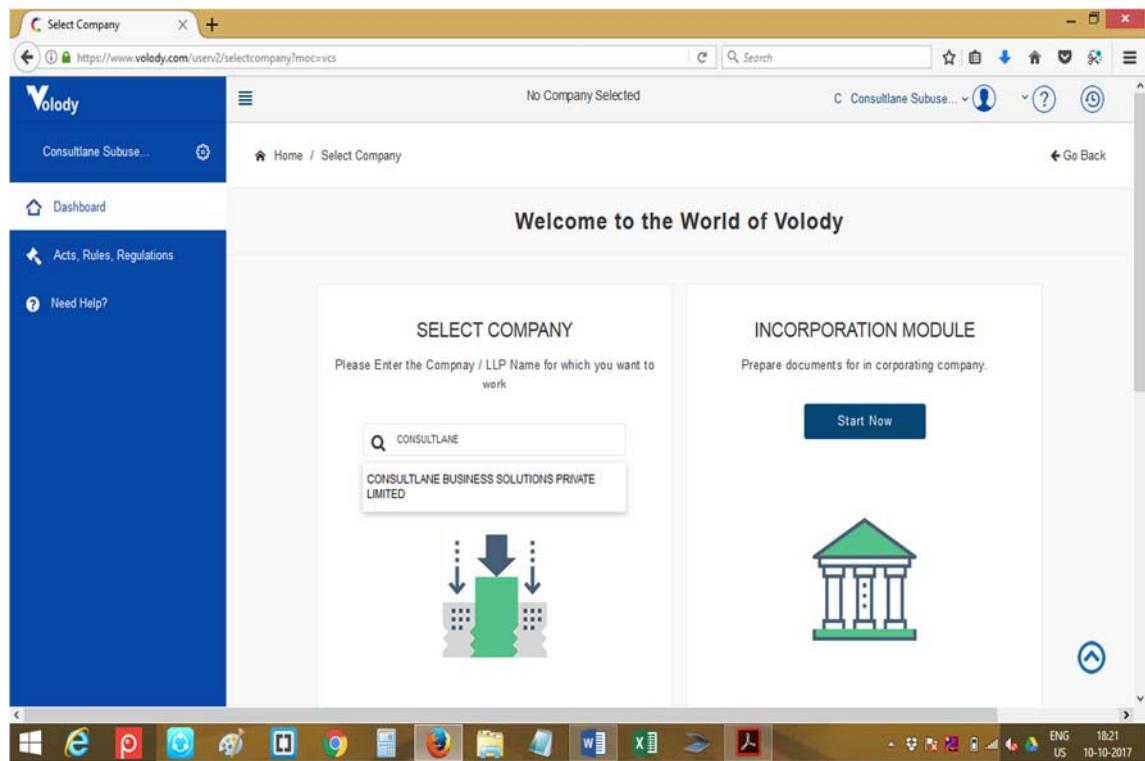
- Click on Login

The screenshot shows a sub-page of the Volody website dedicated to Company Secretary Automation. The top navigation bar includes a "Login" button, which is highlighted with a red circle. The main content features a heading "Powerful and easy to use Company secretary Software" and a list of three benefits: "Bank Grade security", "Real time data import from MCA website", and "No download needed. Use directly from any internet connected device". To the right, there's a "START 7-DAYS FREE TRIAL" form with fields for First name, Last name, Email id, and Mobile no, and a "SUBMIT" button. At the bottom, a tagline reads "Secretarial software to manage your work effortlessly".

- Enter Login ID & Password and click on Login

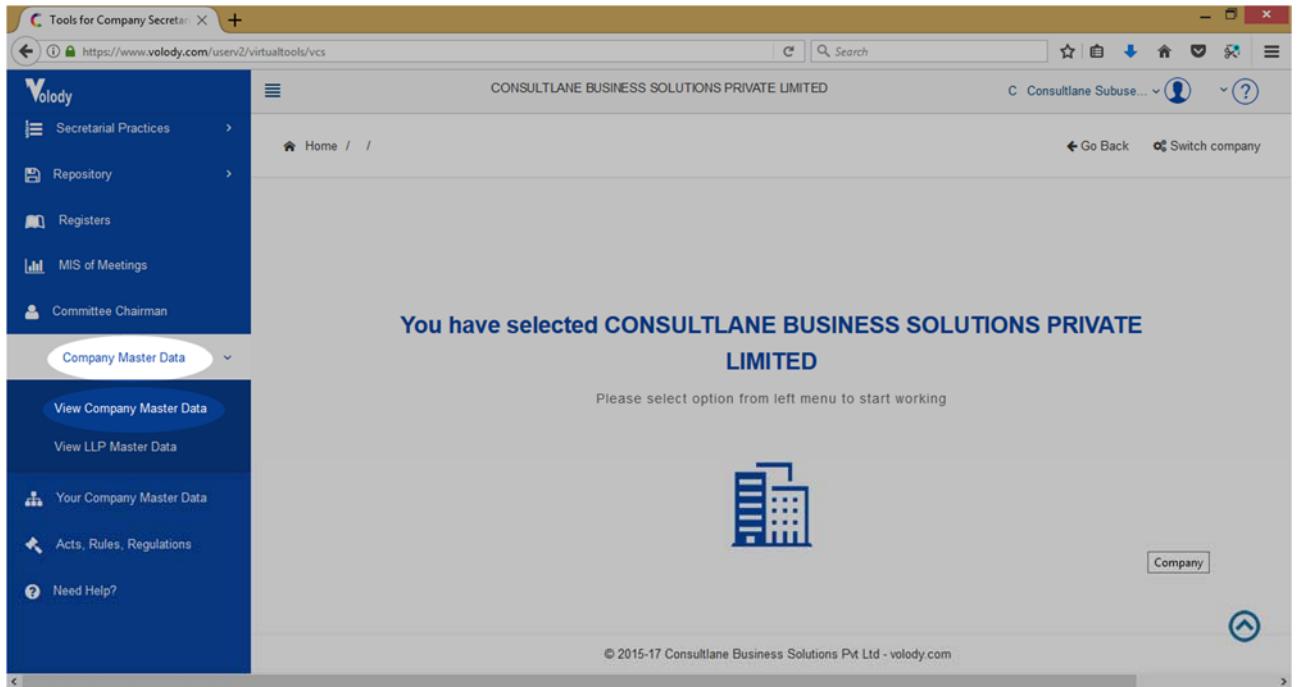


- If you have Company, mention the name of the Company to enter into Secretarial Module:

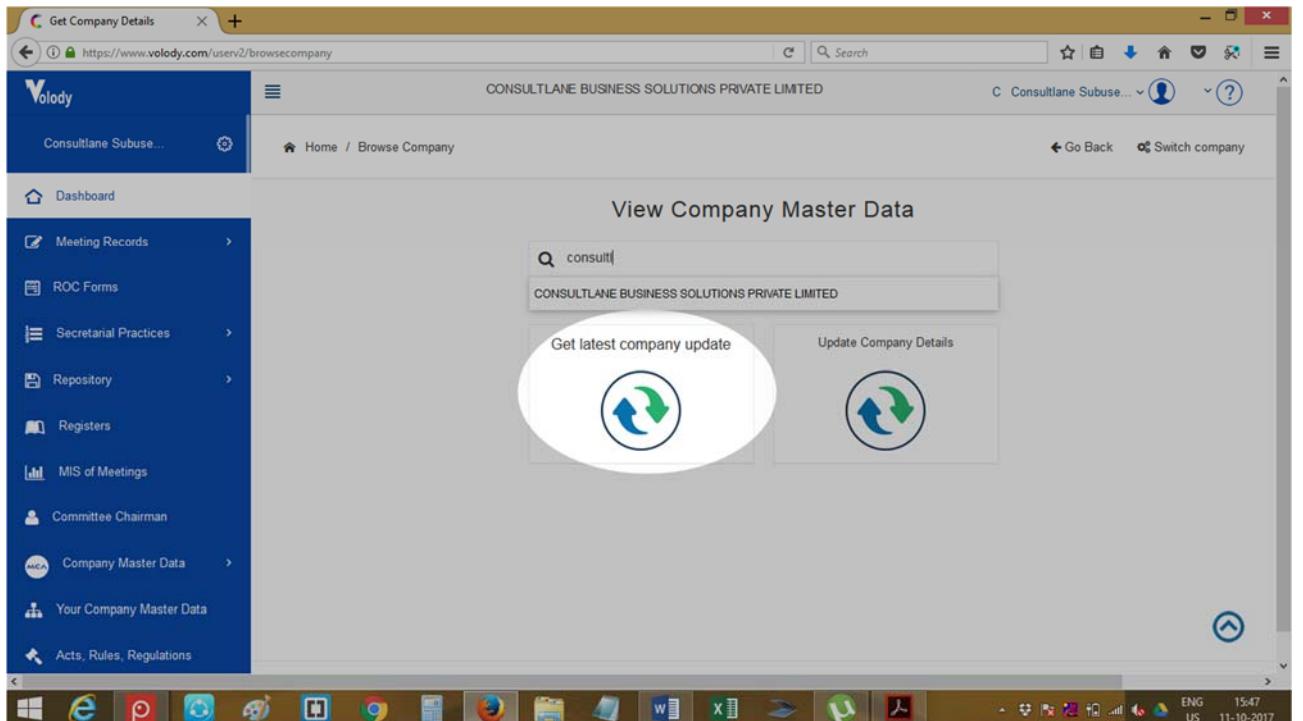


Update Company master data

- Update Company master data & Director Details by clicking on **View Company master data**:



- In view Company master data, Select Company name and click on **Get latest company update**



- Following window will appear:

The screenshot shows a web browser window with the title 'Get Company Details'. The URL is https://www.volody.com/user2/browsecompany. The main content area displays the company name 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. Below the company name is a search bar with the placeholder 'Explore company details'. A blue header bar says 'Overview Of CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. The page contains several paragraphs of text about the company's incorporation, authorized share capital, paid-up capital, and business services. At the bottom, there is a table with columns for CIN, Incorporation Date / Age, Last Reported AGM Date, Authorised Capital, Paidup Capital, and Industry. The industry is listed as 'Business Services'. The status is 'Active'.

CIN	INCORPORATION DATE / AGE	LAST REPORTED AGM DATE
U74900MH2015PTC265881	2015-06-22	NA

AUTHORISED CAPITAL	PAIDUP CAPITAL	INDUSTRY*
Rs. 500000.0	Rs. 100000.0	Business Services

- Now click on **Get latest company update** to get further updated master data of company

The screenshot shows the same web browser window as before, but now it displays the 'DIRECTORS' section. It lists two directors: POONAM SHARMA and DINESH SHARMA. Both are listed as Directors with their DIN numbers (01419248 and 01419202) and appointment dates (Mon, 22nd of June 2015). The address for both is C 2404, Oberoi Splendor, Opp. Majas Bus Depot, Jv Link Road, Andheri East Mumbai 400060 MH IN. Below the director table are two buttons: 'Get latest company update' with a circular arrow icon and 'Update Company Details' with a circular arrow icon.

- To update company details, click on **Update Company Details**

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

NAME	DIN	DESIGNATION	DATE OF APPOINTMENT	ADDRESS
POONAM SHARMA	01419248	Director	Mon, 22nd of June 2015	C 2404, Oberoi Splendor, Opp. Majas Bus Depot, Jv Link Road, Andheri East Mumbai 400060 MH IN
DINESH SHARMA	01419202	Director	Mon, 22nd of June 2015	C 2404, Oberoi Splendor, Opp. Majas Bus Depot, Jv Link Road, Andheri East Mumbai 400060 MH IN

Get latest company update

Update Company Details

- Now fill the required details and click on update:

Modify Content

CIN of the Company
U74900MH2015PTC265881

Name of the Company
CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Turnover

Borrowing

Net Worth

Net Profit

Update Close

beroi Splendor, Opp. Majas Bus
Link Road, Andheri East Mumbai
400060 MH IN

beroi Splendor, Opp. Majas Bus
Link Road, Andheri East Mumbai
400060 MH IN

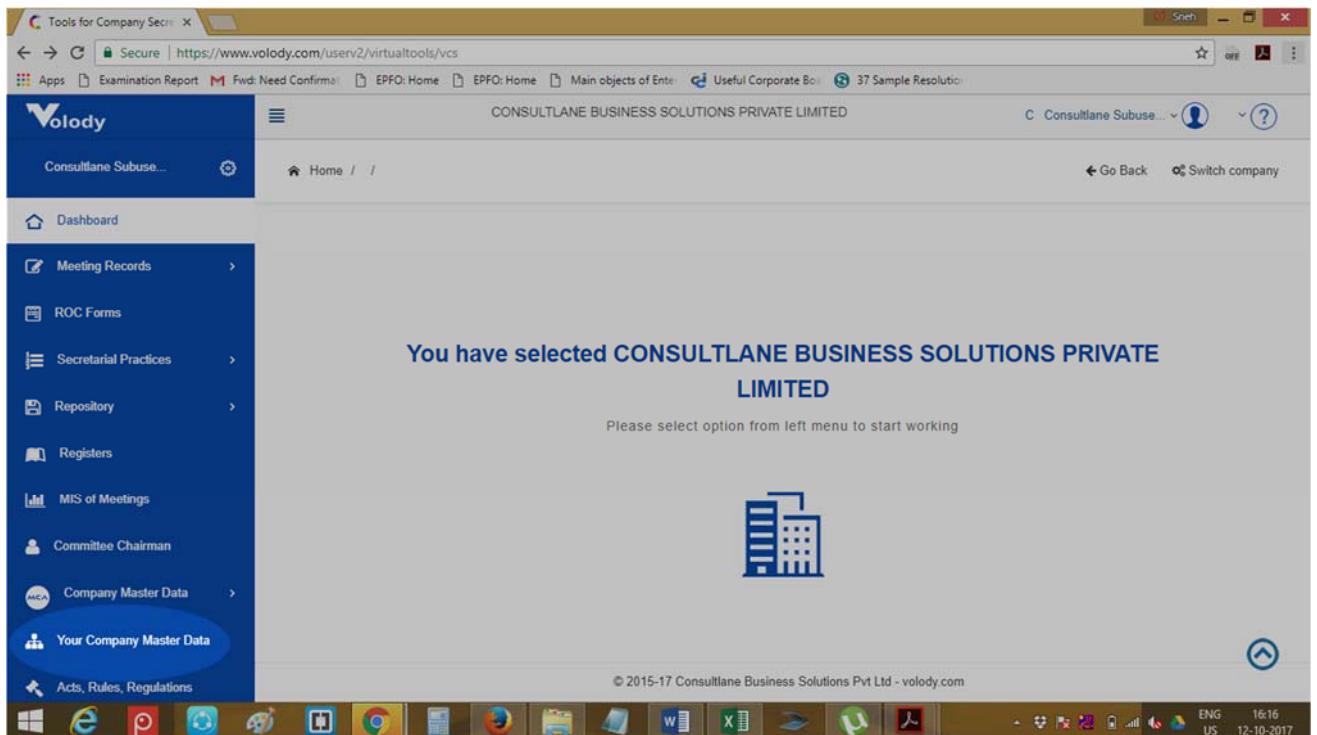
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11 October 2017 Wednesday

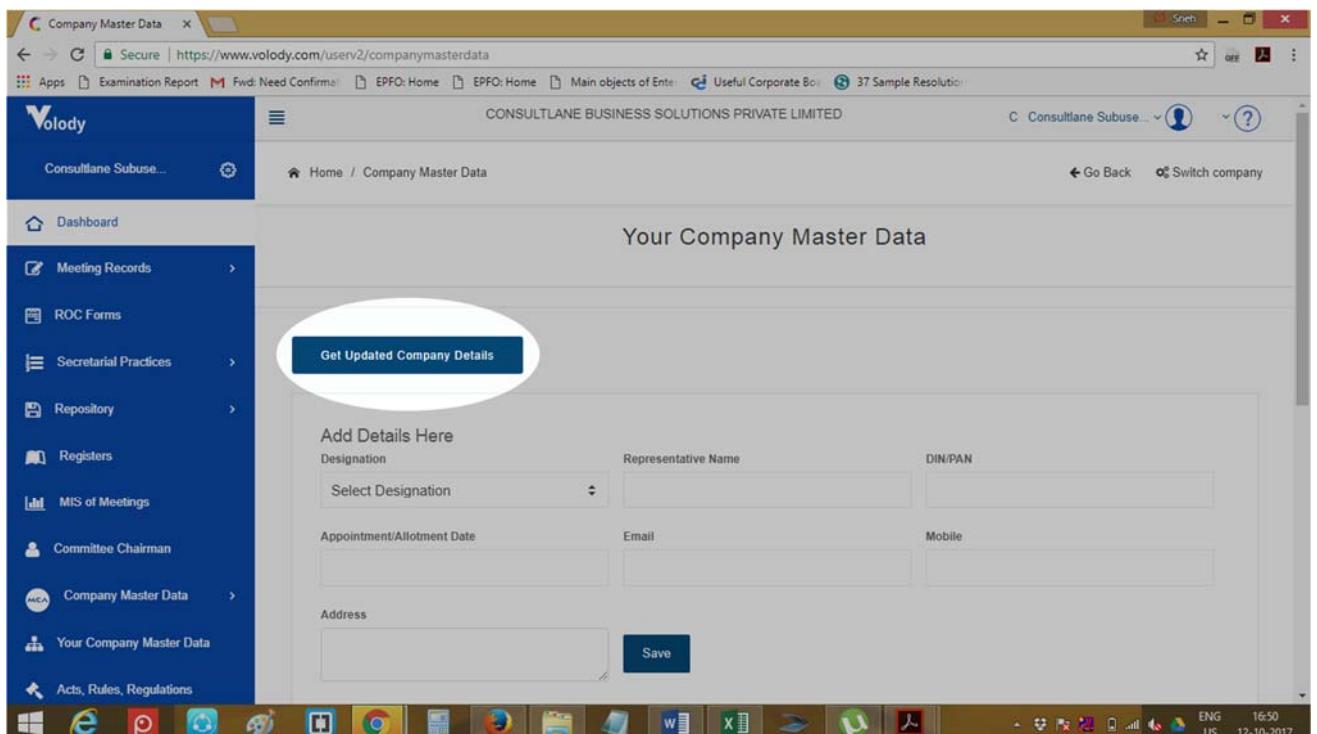
Maintain complete record of Directors/KMP/ Shareholders

Upload Director/KMP/Shareholder Data – your company master data

- Click on Your Company Master Data



- Now click on Get updated Company details:



- Details of directors will automatically get updated.

The screenshot shows a web-based application interface for managing company master data. The left sidebar contains a navigation menu with items like Dashboard, Meeting Records, ROC Forms, Secretarial Practices, Repository, Registers, MIS of Meetings, Committee Chairman, Company Master Data, Your Company Master Data, and Acts, Rules, Regulations. The main content area displays a table of director information for 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. The table columns include Name, DIN/PAN, Designation, Appointment Date, Email, Mobile, Remuneration, Sitting Fees, Address, and MCA Verified. Two entries are listed: DINESH SHARMA (DIN: 01419202, Designation: Director, Appointed on 22/6/2015, Email: Dinesh@xyz.com, Mobile: 9999999999, Remuneration: 0, Sitting Fees: 2500, Address: MUMBAI) and POONAM SHARMA (DIN: 01419248, Designation: Director, Appointed on 22/6/2015, Email: poonam@xyz.com, Mobile: 5555555555, Remuneration: 10000, Sitting Fees: 0, Address: PUNE). Both entries have a star icon next to them. At the bottom of the table, there is a link to upload director/shareholder data through an Excel file.

Name	DIN/PAN	Designation	Appointment Date	Email	Mobile	Remuneration	Sitting Fees	Address	MCA Verified
DINESH SHARMA	01419202	Director	22/6/2015	Dinesh@xyz.com	9999999999	0	2500	MUMBAI	
POONAM SHARMA	01419248	Director	22/6/2015	poonam@xyz.com	5555555555	10000	0	PUNE	

- You can also **edit** using **pencil button** to update the details like Mobile No, Remuneration, sitting fees and address etc.

This screenshot shows the same web-based application interface as the previous one, but with a key difference: the star icons next to the director entries have been replaced by edit icons (pencils). This indicates that the data has been updated or modified. The rest of the interface, including the sidebar menu and the overall layout, remains the same.

- You can also **Upload Director/KMP/Shareholder Data** and Related Party Data Through Excel File:
 1. **Download Sample Excel** fill all the details
 2. Upload the same

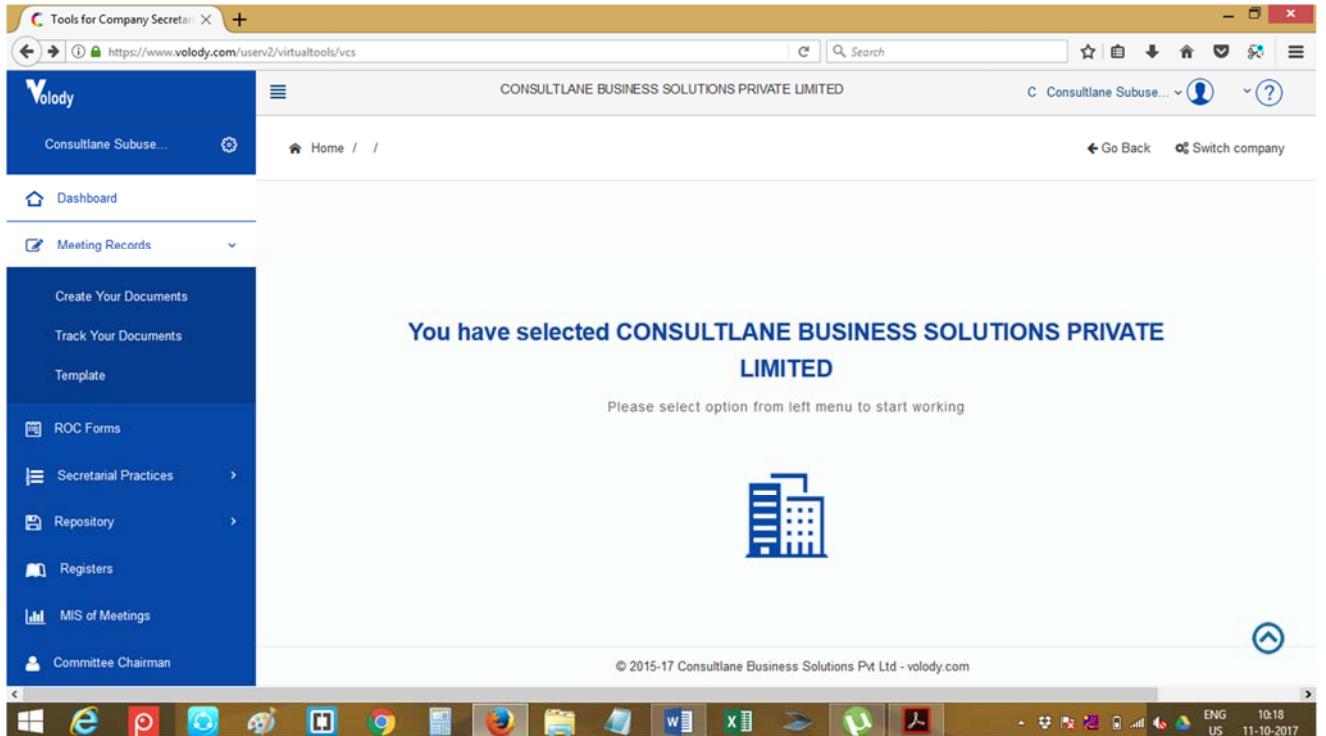
The screenshot shows the 'Company Master Data' section of the Volody software. On the left, there's a sidebar with various menu items like 'Meeting Records', 'ROC Forms', 'Secretarial Practices', etc. The main area is titled 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. It displays two sections for file uploads:

- Upload Director/KMP/Shareholder Data Through Excel File:**
 - A 'Choose file' button with the message 'No file chosen'.
 - A blue 'Upload' button.
 - A red circle with the number '1' points to the 'Choose file' button.
 - A red circle with the number '2' points to the 'Upload' button.
 - A link 'Download Sample Excel' is also present.
- Upload Related Party Data Through Excel File:**
 - A 'Choose file' button with the message 'No file chosen'.
 - A blue 'Upload' button.
 - A link 'Download Sample Excel' is also present.

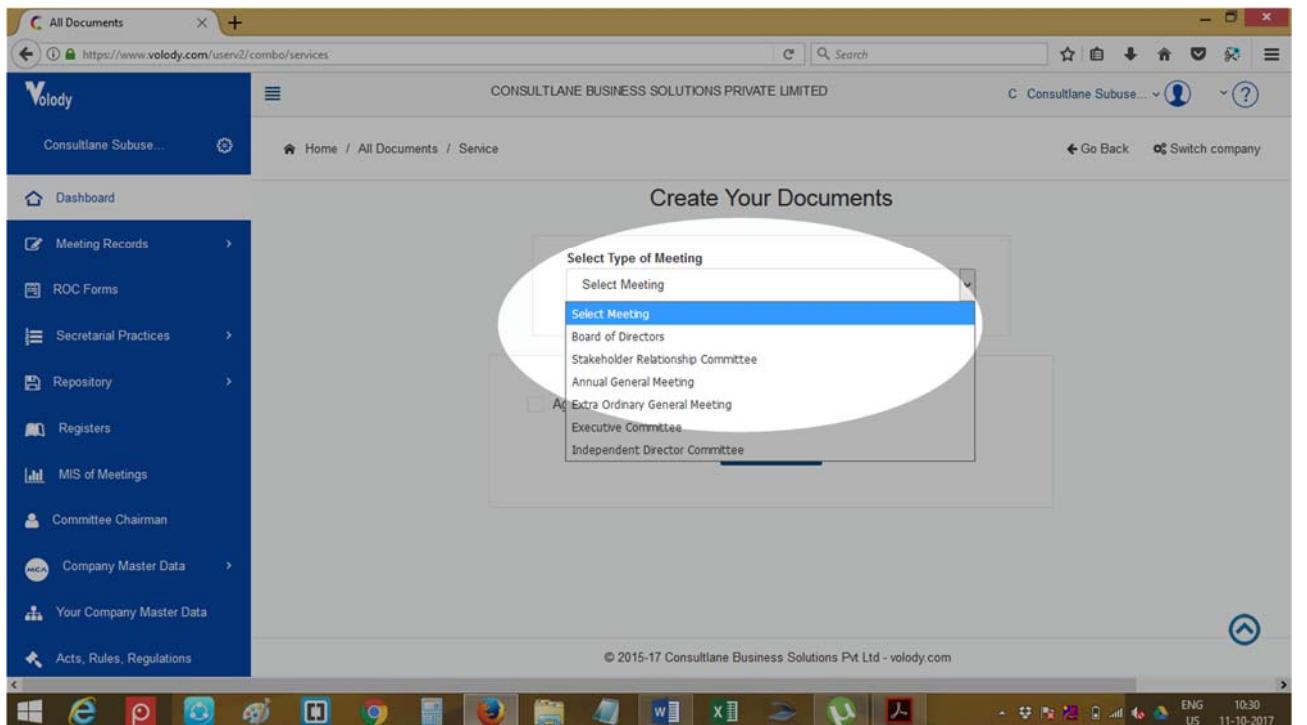
At the bottom, it says '© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com'

For Creating Documents

- Click on Meeting Records – create your documents



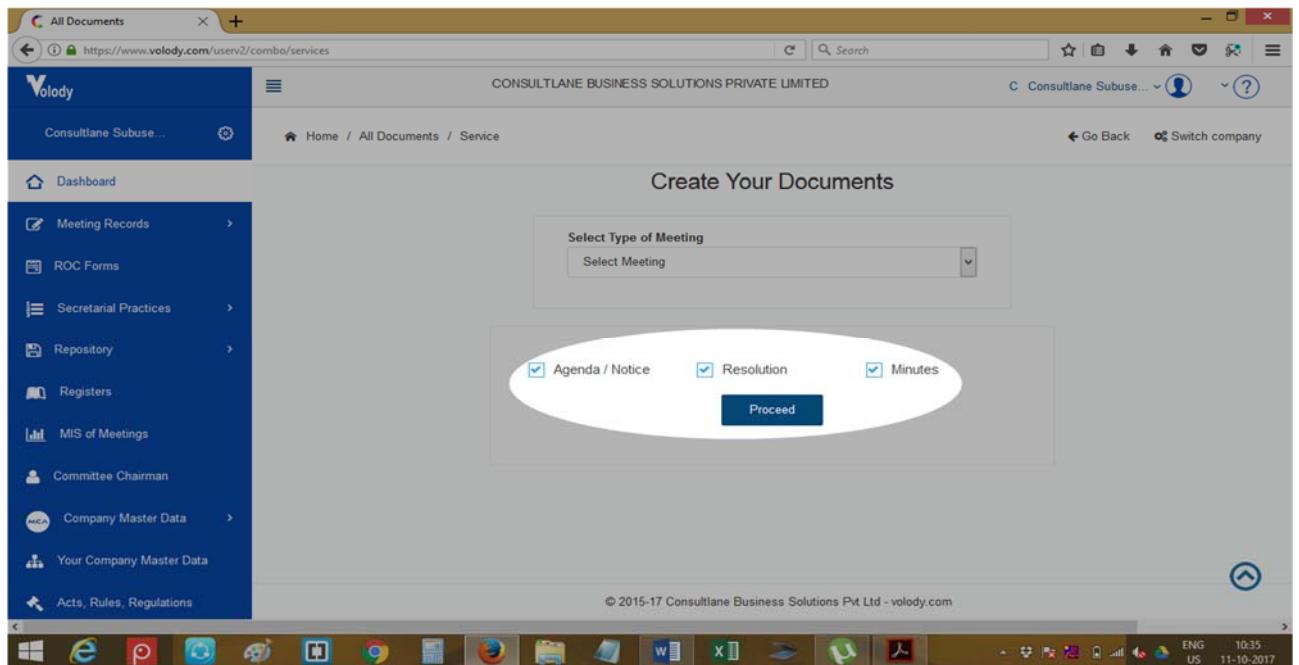
- Create your documents- select type of meeting and then on Tab Agenda / Notice / Resolution / Minutes:



- **Select type of documents** which you want to prepare and **click on proceed**:

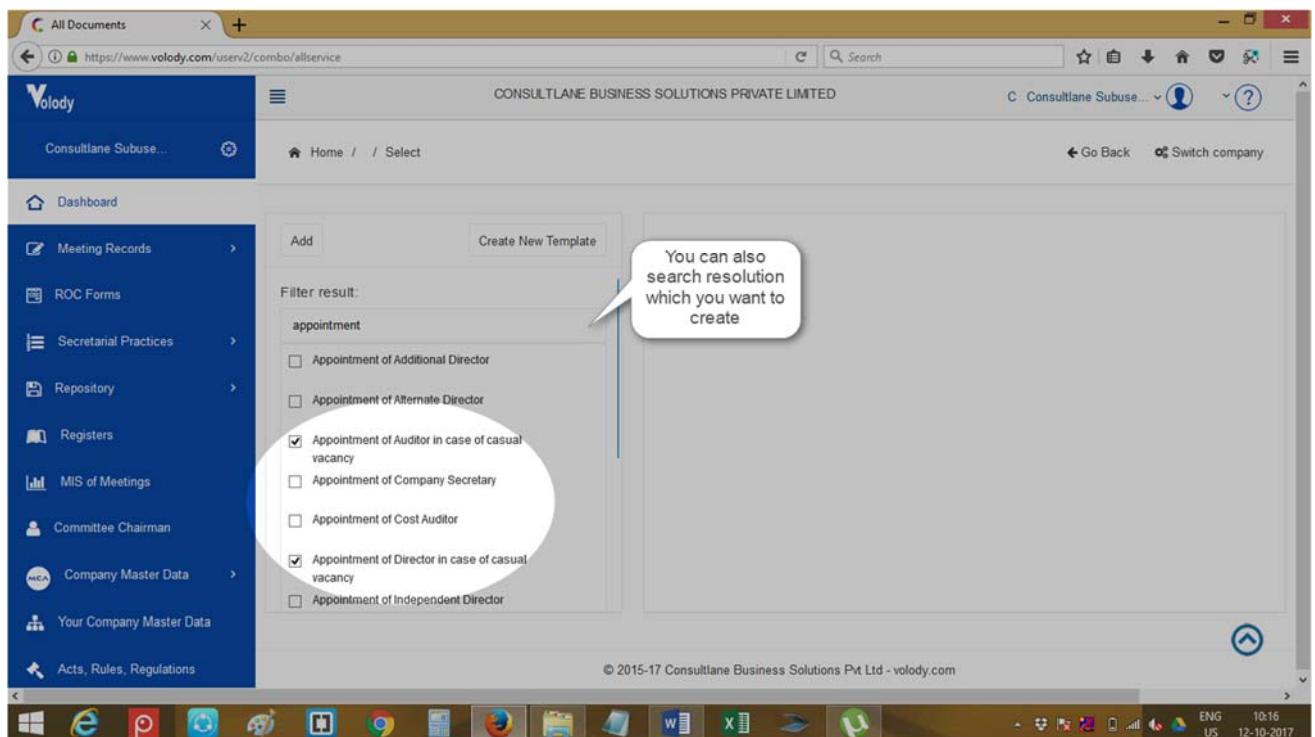
Eg. I am preparing Agenda, notice, resolution and minutes in one go:

Note: You can make singles documents also, eg. Only Agenda, by clicking on the documents to be prepared

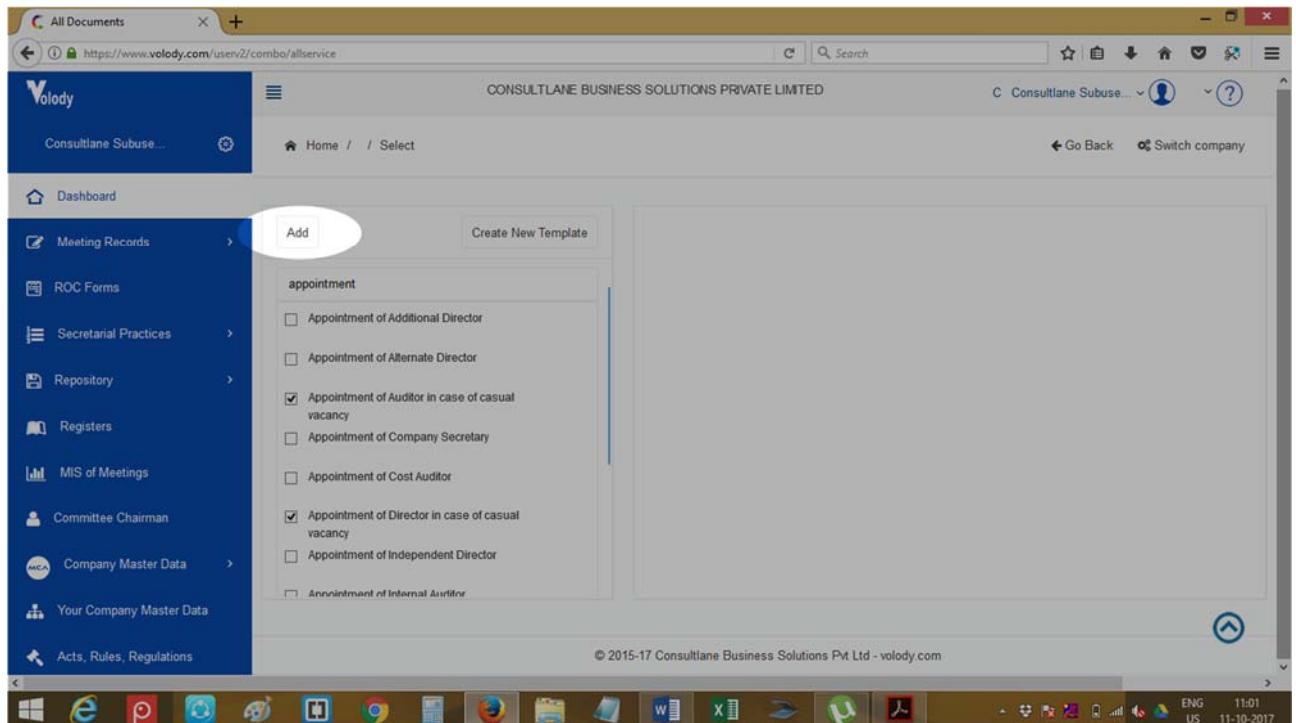


- **Select the document** which you want to create:

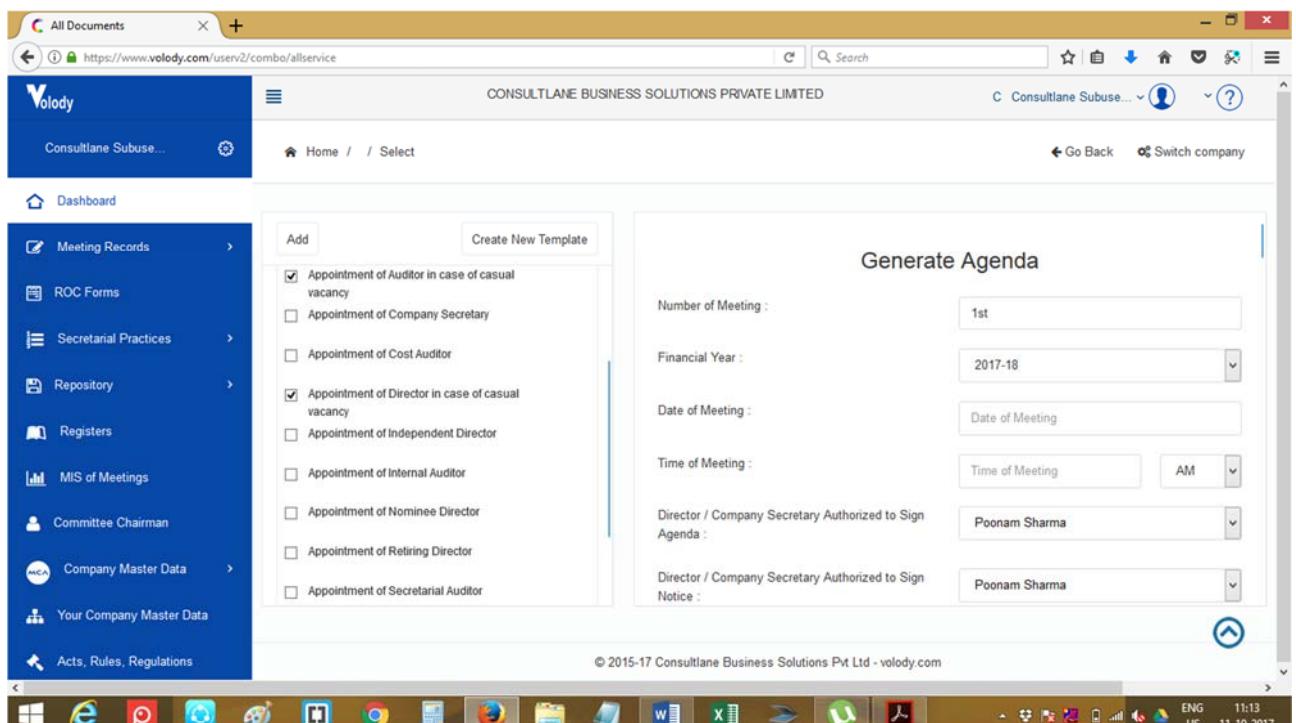
Eg. Appointment of Auditor in case of casual vacancy and Appointment of Director in case of casual vacancy:



- Click on **Add** to create documents:



- Fill the required details:



Agenda of the meeting

- For Agenda – click on **Generate Agenda**.

The screenshot shows the Volody software interface. On the left, there's a sidebar with various menu items like Meeting Records, ROC Forms, Secretarial Practices, etc. The main area has a form titled 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. It includes fields for 'Number of AGM at which Auditor Appointment Expires' (set to '5th'), 'Director Name who will do all Acts' (set to 'Dinesh Sharma'), 'Name of Casual Vacancy Director' (set to 'Poonam Sharma'), 'Article Number as Per The Company's AOA' (set to '06'), 'Name of Director to be Appointed in case of casual vacancy' (set to 'Rohan'), and 'Name of Director who is authorised to do all acts' (set to 'Dinesh Sharma'). At the bottom of this form are two buttons: 'Generate Agenda' (which is circled in white) and 'Generate Notice'. The status bar at the bottom right shows the date as 11-10-2017.

- Agenda along with detailed agenda is Ready, you can also **edit** document using the **Pencil Button**.

The screenshot shows the Volody software interface displaying a generated document. The top of the document reads 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED' with CIN number U74900MH2015PTC265881. Below this, it states the registered office address: UNIT NO.604, ECO HOUSE PREMISES, CHS LTD, AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN. It also provides telephone and email contact information. The main content is a table titled 'AGENDA FOR THE MEETING OF THE BOARD OF DIRECTORS OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED HELD ON WEDNESDAY, 11 OCTOBER 2017 AT 10:00 AM AT THE REGISTERED OFFICE UNIT NO 604, ECO HOUSE PREMISES, CHS LTD, AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN'. The table has columns 'ITEM NO.' and 'PARTICLUARS'. Row 1: Item No. 1, Particulars: To Elect the Chairman of the Meeting. Row 2: Item No. 2, Particulars: To grant leave of absence, if any, to the Directors of the Company. Row 3: Item No. 3, Particulars: To consider and approve minutes of the previous Meeting of the Board of Directors. Row 4: Item No. 4, Particulars: To Appoint MNBSNQ & Co in place of Ramesh & Co. A pencil icon is circled in white over the first item in the table.

- For Word Document, Click on **Word Document**.

This is how your Document Looks!

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Registered Office: UNIT NO.604, ECO HOUSE PREMISES, CHS LTD, AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN

Telephone: Email Id: dinesh.sharma@consultlane.com

AGENDA FOR THE MEETING OF THE BOARD OF DIRECTORS OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED HELD ON WEDNESDAY, 11 OCTOBER 2017 AT 10:00 AM AT THE REGISTERED OFFICE UNIT NO 604, ECO HOUSE PREMISES, CHS LTD.,AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN

ITEM NO.	PARTICLUARS
1	To Elect the Chairman of the Meeting.
2	To grant leave of absence, if any, to the Directors of the Company.
3	To consider and approve minutes of the previous Meeting of the Board of Directors.
4	To Appoint MNBSNQ & Co in place of Ramesh & Co.

- If you have to make changes in future, click on **Draft** for saving in Repository section for Editing in Future.

This is how your Document Looks!

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

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- If you want word copy of the document, click on **Generate word**.

This is how your Document Looks!

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

CIN : U74900MH2015PTC265881

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- Now you can **download** Word copy of the document:

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Telephone:

Email Id: dinesh.sharma@consultlane.com

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- If you want PDF file of the document, click on **Generate PDF**.

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- If the document is Final, click on **Final** for saving the Final Copy
On clicking on Final, a message will be displayed that **Your file has been Finalized and saved in Repository**.

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- To download the PDF file, click on **Downloaded**.

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AGENDA FOR THE MEETING OF THE BOARD OF DIRECTORS OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED HELD ON WEDNESDAY, 11 OCTOBER 2017 AT 10:00 AM AT THE REGISTERED OFFICE UNIT NO 604, ECO HOUSE PREMISES, CHS LTD.,AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN

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- **Agenda** is ready to print.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

CIN : U74900MH2015PTC265881

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2	To grant leave of absence, if any, to the Directors of the Company.
3	To consider and approve minutes of the previous Meeting of the Board of Directors.
4	To Appoint MNBSNQ & Co in place of Ramesh & Co.
5	To appoint for casual vacancy caused by demise of Rohan .

Detailed Agenda

Item No.1: Appointment of Chairman

The Directors present will elect and appoint the Chairman.

Item No.2: Leave of Absence

The Board is requested to grant leave of absence to the Directors who are unable to attend the Meeting.

Item No.3: Confirmation of Minutes of the previous of the Board of Directors

The Minutes of the Meeting of the Board of Directors held on , which will be placed at the table, to be confirmed and signed by the Chairman.

Item No.4: Appointment of Auditor in Case of Casual Vacancy

The Chairman will inform the Board that , Chartered Accountants, the existing Auditors of the Company have resigned from the office of Auditor, thereby creating a casual vacancy. The Chairman further informed that MNSUPQ & CO, Chartered Accountants, MUMBAI, Chartered Accountants have given their consent for being appointed as the Auditors of the Company for the current year. The copy of resignation tendered by the existing Auditors , Chartered Accountants and eligibility letter obtained from MNSUPQ & CO, Chartered Accountants, MUMBAI, Chartered Accountants.

Notice of the meeting

- **For Notice:** Click on Generate Notice

Volody

Consultlane Subuse... Switch company

Home / Select

Dashboard

Meeting Records

ROC Forms

Secretarial Practices

Repository

Registers

MIS of Meetings

Committee Chairman

Company Master Data

Your Company Master Data

Acts, Rules, Regulations

Add Create New Template

Expires:

Director Name who will do all Acts: Dinesh Sharma

Name of Casual Vacancy Director: Poonam Sharma

Article Number as Per The Company's AOA: 06

Name of Director to be Appointed in case of casual vacancy: Rohan

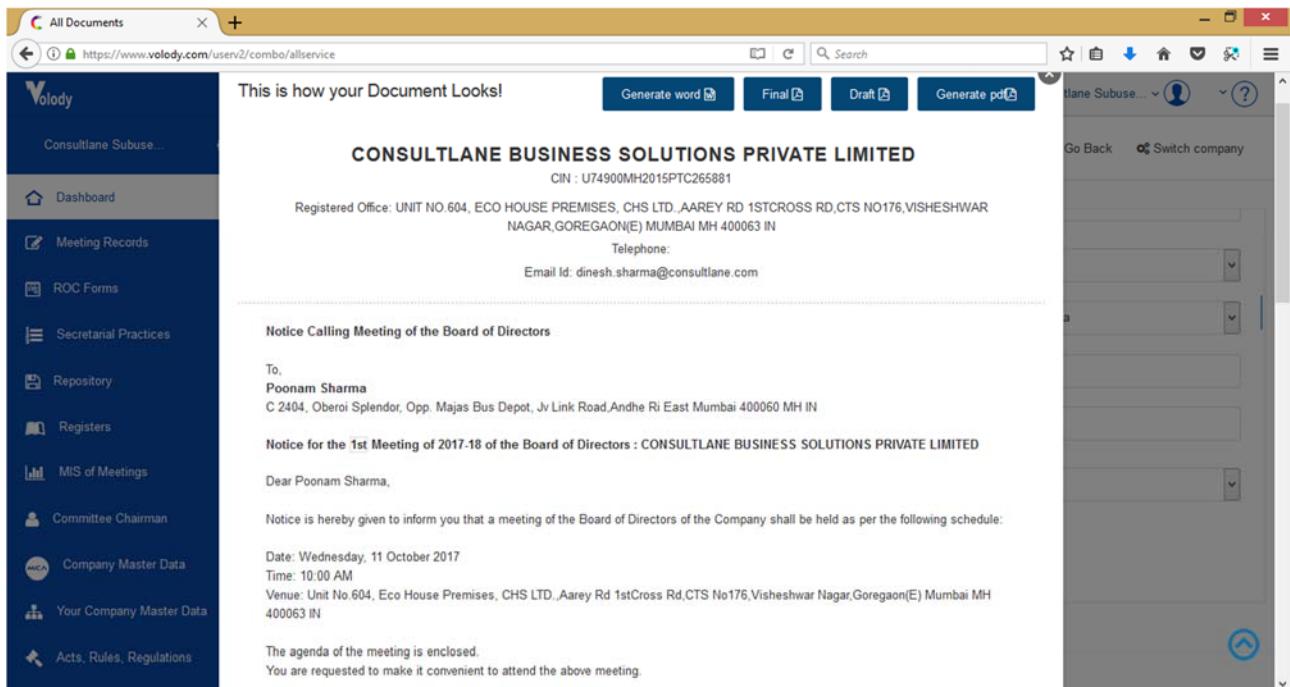
Name of Director who is authorised to do all acts: Dinesh Sharma

Generate Agenda Generate Notice

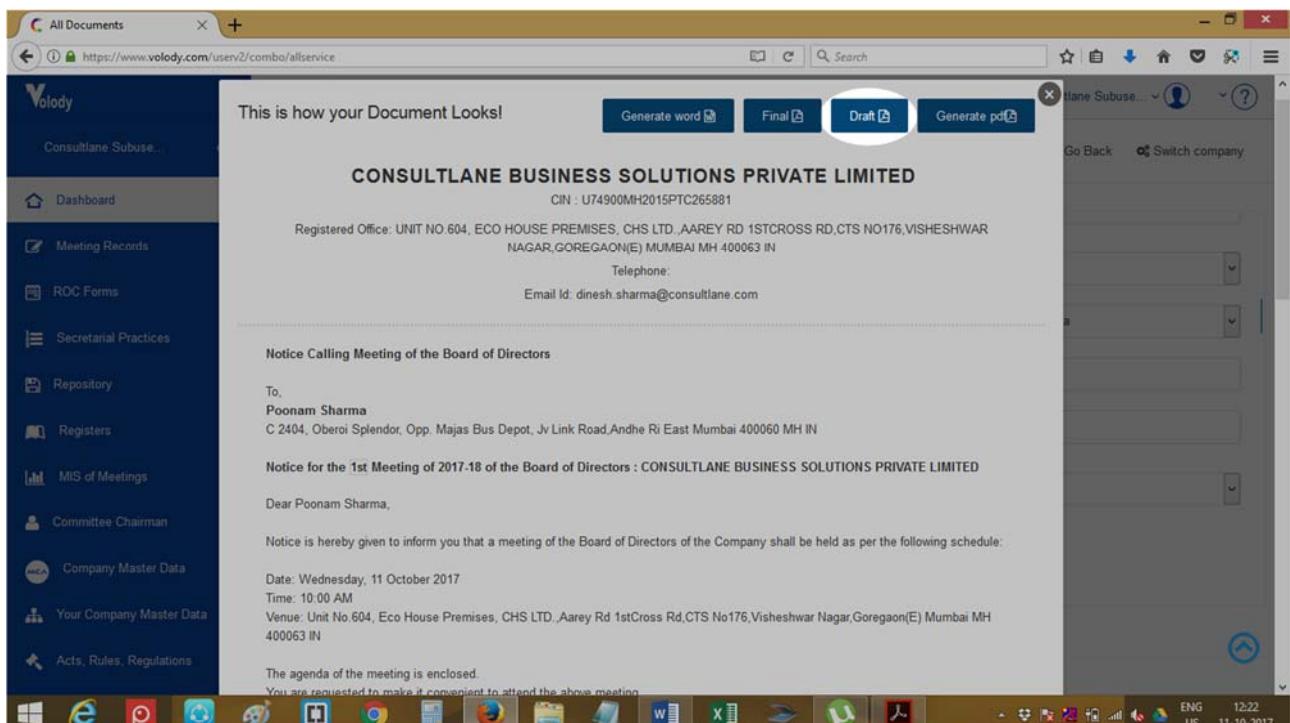
Generate Resolution

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- Notice for all Director is Ready:



- You can **download the word and PDF file** of the same by following same procedure as of agenda.
If you want to make changes in future, click on **Draft** for saving in Templates for Editing in Future.



- If the document is Final, click on **Final** for saving the Final Copy
On clicking on Final, a message will be displayed that Your file has been Finalized and saved in Repository

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Telephone:
Email Id: dinesh.sharma@consultlane.com

Notice Calling Meeting of the Board of Directors

To,
Poonam Sharma
C 2404, Oberoi Splendor, Opp. Majas Bus Depot, Jv Link Road, Andhe Ri East Mumbai 400060 MH IN

Notice for the 1st Meeting of 2017-18 of the Board of Directors : CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Poonam Sharma,

Notice is hereby given to inform you that a meeting of the Board of Directors of the Company shall be held as per the following schedule:

Date: Wednesday, 11 October 2017
Time: 10:00 AM
Venue: Unit No.604, Eco House Premises, CHS LTD., Aarey Rd 1stCross Rd, CTS No176, Visheshwar Nagar, Goregaon(E) Mumbai MH 400063 IN

The agenda of the meeting is enclosed.
You are requested to make it convenient to attend the above meeting.

- The **Notice** is ready to print

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED
CIN : U74900MH2015PTC265881

Registered Office: UNIT NO.604, ECO HOUSE PREMISES, CHS LTD., AAREY RD 1STCROSS RD, CTS NO176, VISHESHWAR NAGAR, GOREGAON(E) MUMBAI MH 400063 IN

Telephone:
Email Id: dinesh.sharma@consultlane.com

Notice Calling Meeting of the Board of Directors

To,
Poonam Sharma
C 2404, Oberoi Splendor, Opp. Majas Bus Depot, Jv Link Road, Andhe ri East Mumbai 400060 MH IN

Notice for the 1st Meeting of 2017-18 of the Board of Directors : CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Dear Poonam Sharma,

Notice is hereby given to inform you that a meeting of the Board of Directors of the Company shall be held as per the following schedule:

Date: Wednesday, 11 October 2017

Resolutions

- FOR RESOLUTION- Fill up all the details required for Resolution.

The screenshot shows the Volody software interface. On the left, there is a sidebar with various menu items: Meeting Records, ROC Forms, Secretarial Practices, Repository, Registers, MIS of Meetings, Committee Chairman, Company Master Data, Your Company Master Data, and Acts, Rules, Regulations. The main area is titled 'Generate Resolution'. It contains several input fields:

- Date of Resolution: Wednesday, 11 October 2017
- Name of Resigned Auditor: Ramesh & Co
- Location of Resigned Auditor: Mumbai
- Name of Auditor who is Appointed in Casual Vacancy: (No Result Found!!!)
- Location of Appointed Auditor: Mumbai
- Date of Balance Sheet to be Signed: Date of Balance Sheet to be Signed
- Number of AGM at which Auditor Appointment: 5th

- Click on Generate Resolution

The screenshot shows the Volody software interface. The sidebar and main area are identical to the previous screenshot. In the main area, there are additional dropdown and list fields:

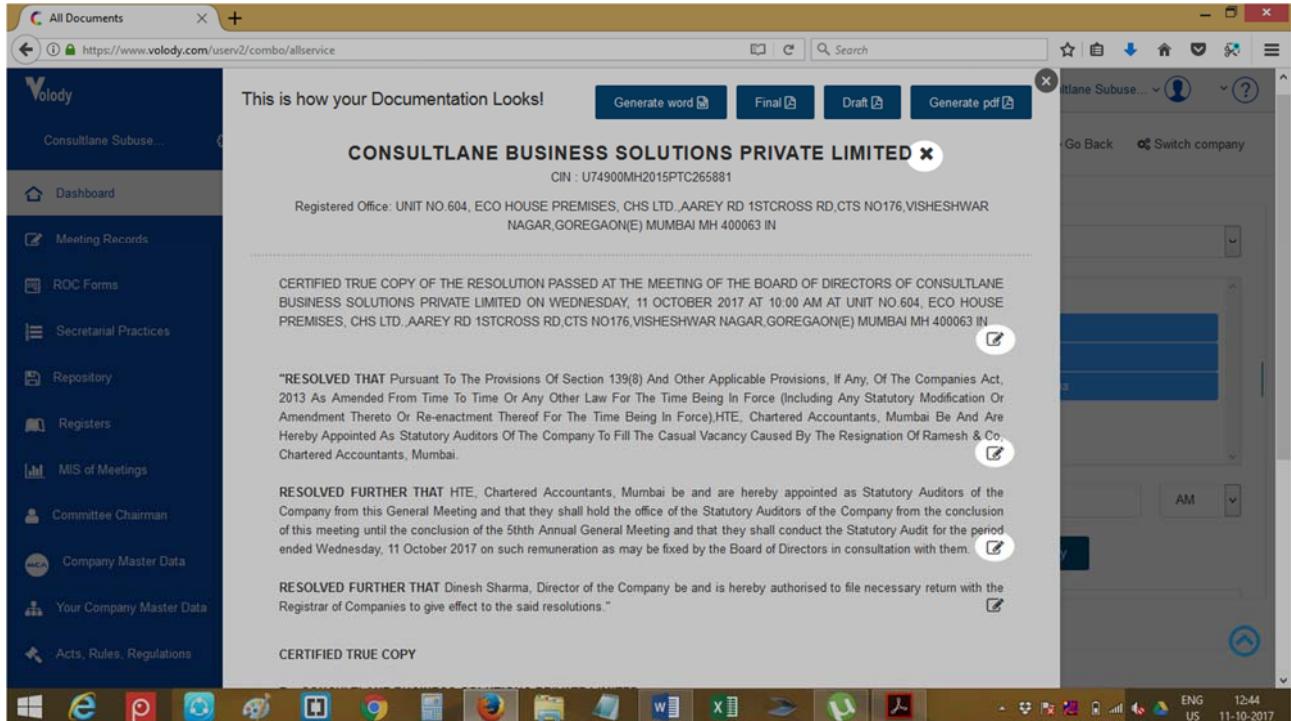
- Who is authorized to do all act: Dinesh Sharma
- Who will Sign the Resolution: Choose... (with options Swati, Dinesh Sharma, Poonam Sharma)
- Time of Meeting: 10:00 AM

A large blue button at the bottom is highlighted with an oval: "Generate Resolution for Appointment of Auditor in case of casual vacancy".

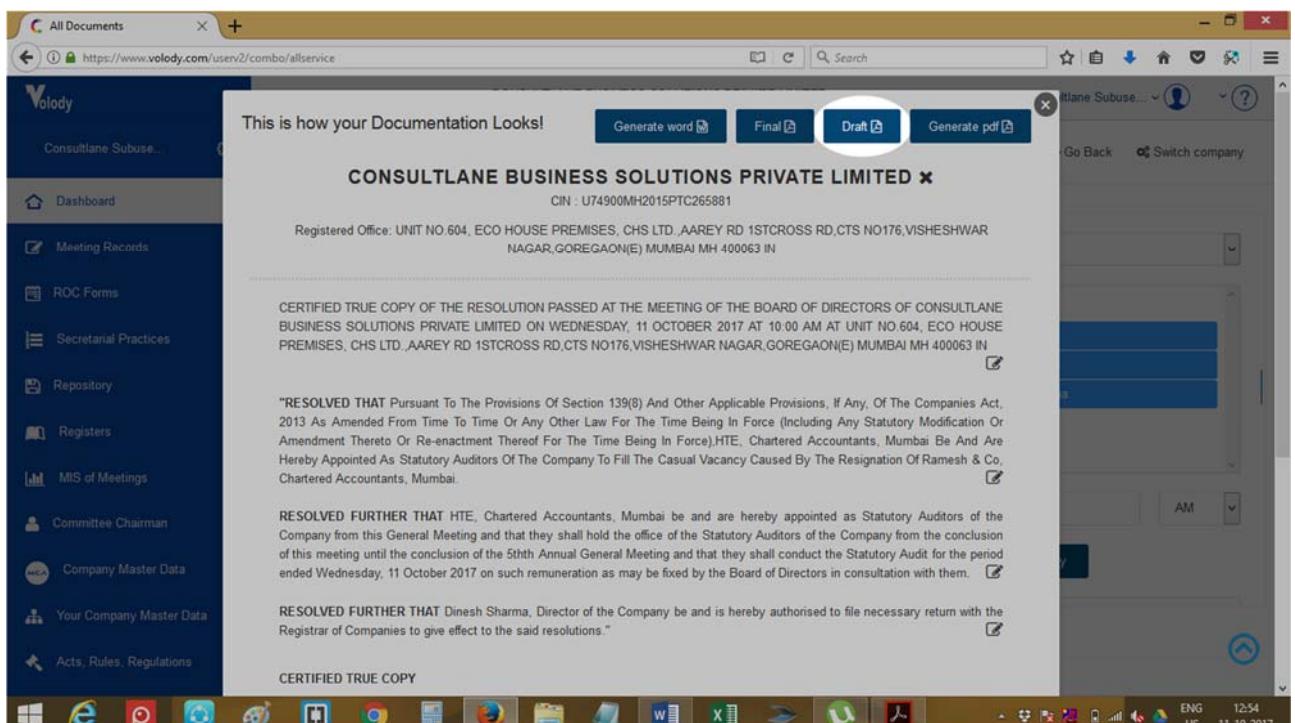
- Resolution of the Specific Item is **Ready**

In case you want to **edit** the resolution, use the **Pencil Button** provided at the right hand corner of the paragraph. Also, if you want to use your own Letterhead, use the **Cross mark** for deleting the Letterhead.

You can also download word and PDF file by following same procedure as that of agenda.

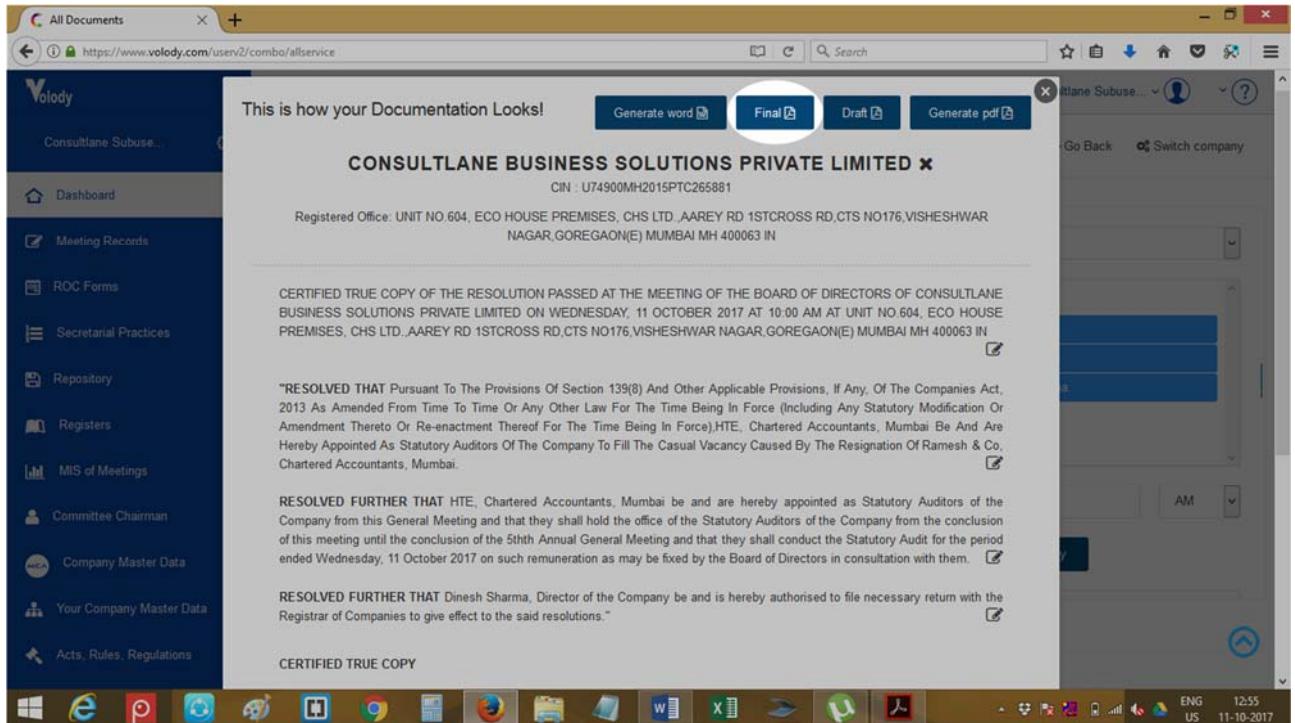


- If you have to make changes in future, click on **Draft** for saving in Repository section for Editing in Future:

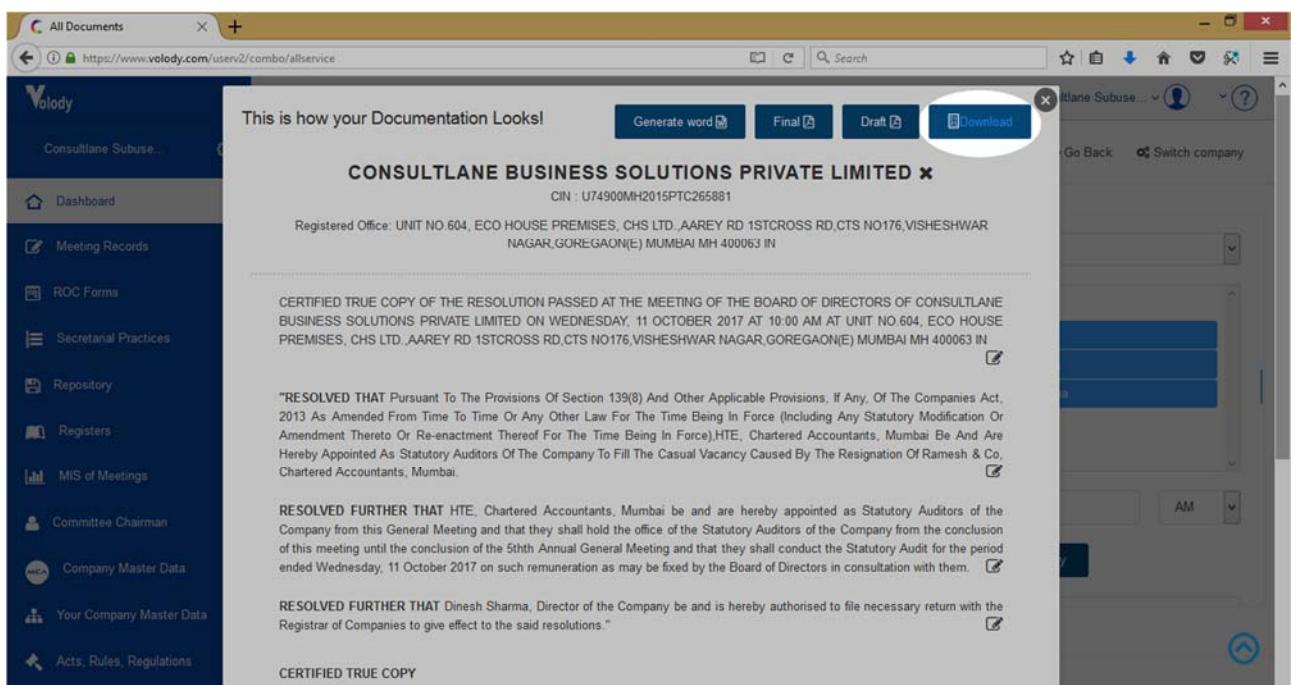


- And if the document is Final, click on **Final** for saving the Final Copy:

On clicking on Final, a message will be displayed that Your file has been Finalized and saved in Repository



- To download the PDF file, click on **Downloaded**.



- The Resolution is ready to print.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED
CIN : U74900MH2015PTC265881

Registered Office: UNIT NO.604, ECO HOUSE PREMISES, CHS LTD., AAREY RD 1ST CROSS RD, CTS NO176, VISHESHWAR NAGAR, GOREGAON(E) MUMBAI MH 400063 IN

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED ON WEDNESDAY, 11 OCTOBER 2017 AT 10:00 AM AT UNIT NO.604, ECO HOUSE PREMISES, CHS LTD., AAREY RD 1ST CROSS RD, CTS NO176, VISHESHWAR NAGAR, GOREGAON(E) MUMBAI MH 400063 IN

"**RESOLVED THAT** pursuant to the provisions of Section 139(8) and other applicable provisions, if any, of the Companies Act, 2013 as amended from time to time or any other law for the time being in force (including any statutory modification or amendment thereto or re-enactment thereof for the time being in force), HTE, Chartered Accountants, Mumbai be and are hereby appointed as Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of Ramesh & Co, Chartered Accountants, Mumbai.

RESOLVED FURTHER THAT HTE, Chartered Accountants, Mumbai be and are hereby appointed as Statutory Auditors of the Company from this General Meeting and that they shall hold the office of the Statutory Auditors of the Company from the conclusion of this meeting until the conclusion of the 5th Annual General Meeting and that they shall conduct the Statutory Audit for the period ended Wednesday, 11 October 2017 on such remuneration as may be fixed by the Board of Directors in consultation with them.

Minutes of the meeting

- Fill up all the details required for Minutes:

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Generate Minutes

Date of Minutes : Monday, 02 October 2017

Place of Minutes :

Directors Present In Person :

Poonam Sharma
Dinesh Sharma
Swati

Filter result:
appointment

Appointment of Additional Director
 Appointment of Alternate Director
 Appointment of Auditor in case of casual vacancy
 Appointment of Company Secretary
 Appointment of Cost Auditor
 Appointment of Director in case of casual vacancy
 Appointment of Independent Director

- Click on **Generate Minutes**

The screenshot shows the Volody software interface. On the left, there's a sidebar with various menu items like 'Meeting Records', 'ROC Forms', 'Secretarial Practices', etc. The main area has a search bar at the top. Below it, there's a section titled 'Filter result:' with several checkboxes. Some checkboxes are checked, such as 'Appointment of Auditor in case of casual vacancy' and 'Appointment of Director in case of casual vacancy'. To the right, there are several input fields and dropdown menus for details like 'Number of AGM at which Auditor Appointment Expires' (set to 8), 'Director Name who will do all Acts' (Dinesh Sharma), 'Name of Casual Vacancy Director' (Poonam Sharma), 'Article Number as Per The Company's AOA' (02), 'Name of Director to be Appointed in case of casual vacancy' (rohan), and 'Name of Director who is authorised to do all acts' (Dinesh Sharma). At the bottom right of this section is a blue button labeled 'Generate Minutes', which is circled in white.

- Minutes of the Meeting is **Ready**

In case you need to **edit** the Minutes, use the **Pencil Button** provided at the right hand corner of the paragraph

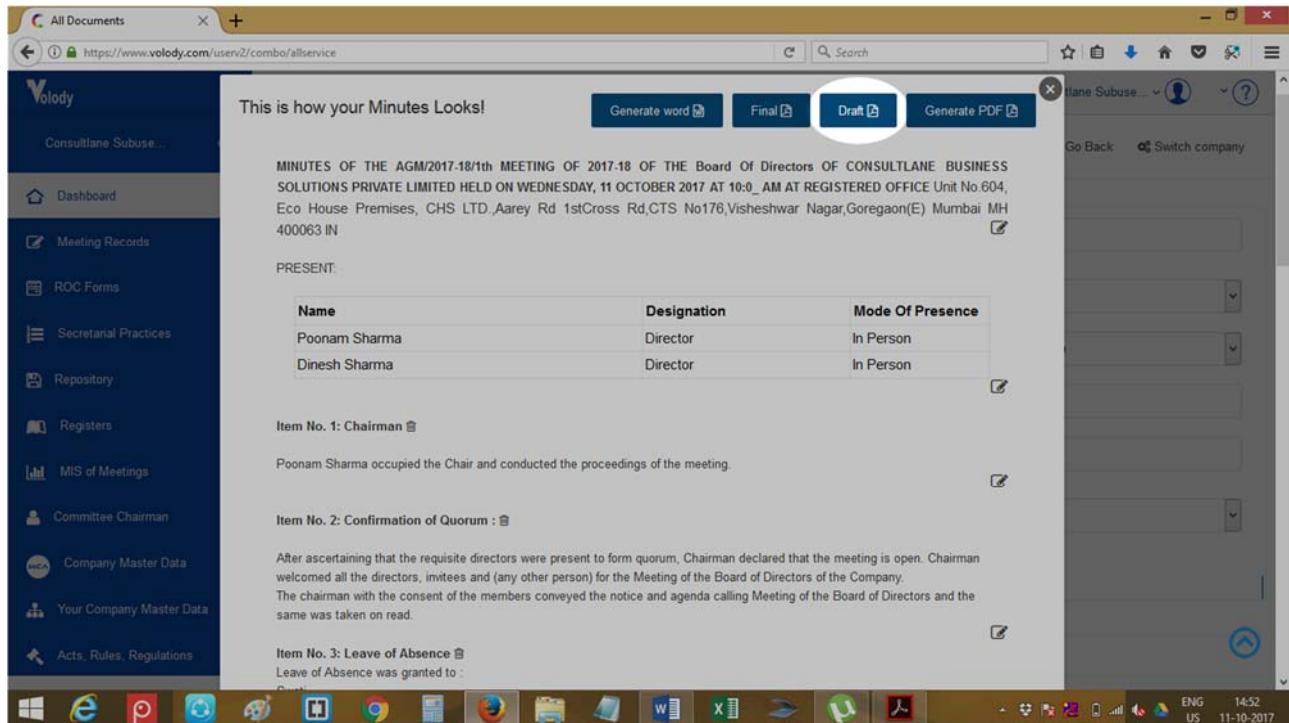
You can also download the word and PDF file of the same by following same procedure as that of agenda

The screenshot shows the generated meeting minutes document. It starts with a header: 'MINUTES OF THE AGM/2017-18/1th MEETING OF 2017-18 OF THE Board Of Directors OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED HELD ON WEDNESDAY, 11 OCTOBER 2017 AT 10:00_AM AT REGISTERED OFFICE Unit No.604, Eco House Premises, CHS LTD,Aarey Rd 1stCross Rd,CTS No176,Visheshwar Nagar,Goregaon(E) Mumbai MH 400063 IN'. Below this is a 'PRESENT:' section with a table:

Name	Designation	Mode Of Presence
Poonam Sharma	Director	In Person
Dinesh Sharma	Director	In Person

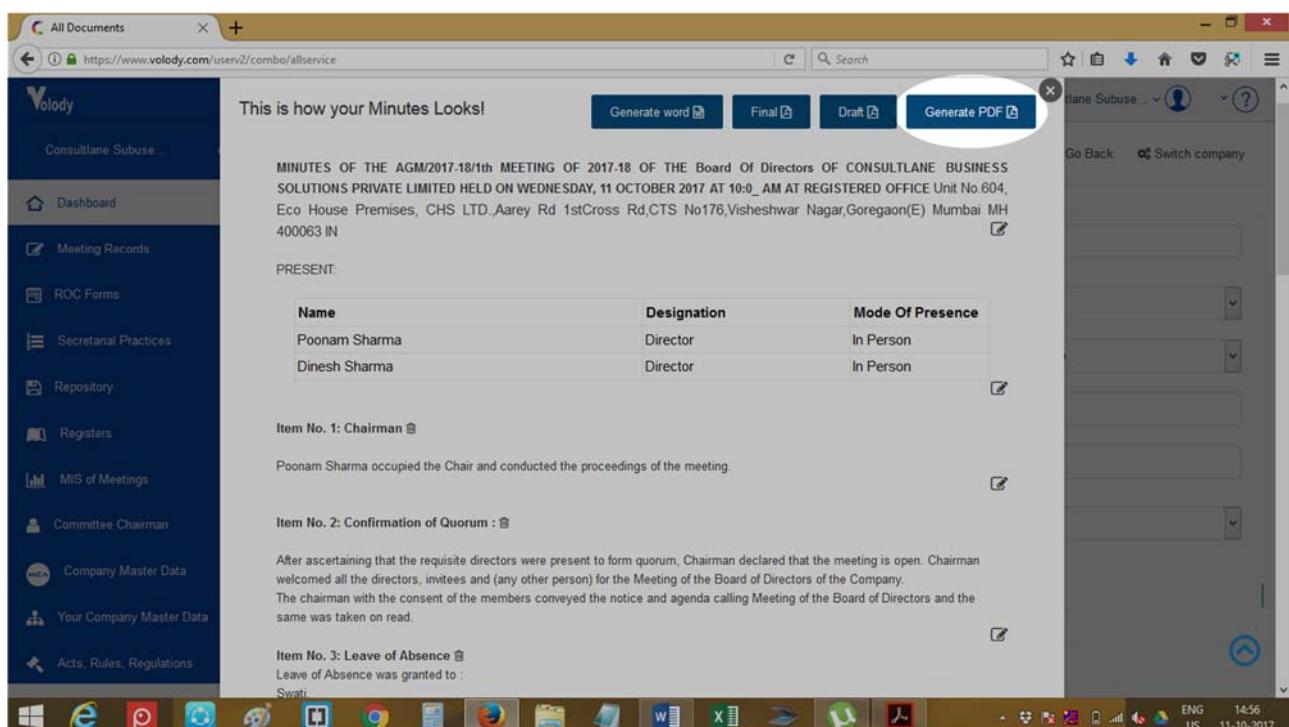
Below the table are three sections with edit icons: 'Item No. 1: Chairman', 'Item No. 2: Confirmation of Quorum', and 'Item No. 3: Leave of Absence'. Each section contains a short paragraph of text followed by an edit icon.

- If you have to make changes in future, click on **Draft** for saving in Templates for Editing in Future.



This screenshot shows the Volody software interface for generating meeting minutes. The main content area displays the minutes of a meeting, including the date, time, and location. Below this, there's a table of present directors with their names, designation, and mode of presence. The interface includes a sidebar with various menu options like Dashboard, Meeting Records, ROC Forms, etc. At the top right, there are buttons for 'Generate word', 'Final', 'Draft' (which is circled in red), and 'Generate PDF'. The status bar at the bottom right shows the date and time as 11-10-2017 14:52.

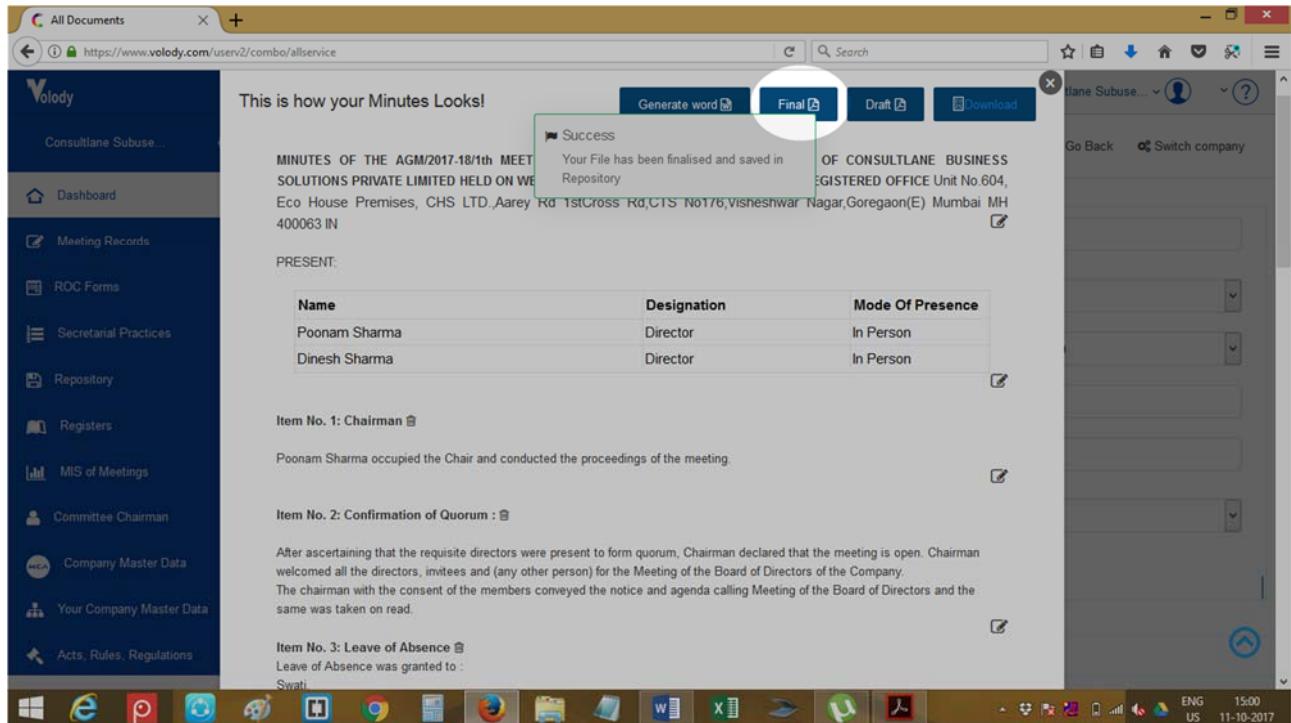
- If you want to print your document, click on **Generate PDF**.



This screenshot shows the same Volody software interface as the previous one, but the 'Generate PDF' button at the top right is highlighted with a red circle. The rest of the interface, including the meeting minutes content and the sidebar, remains the same.

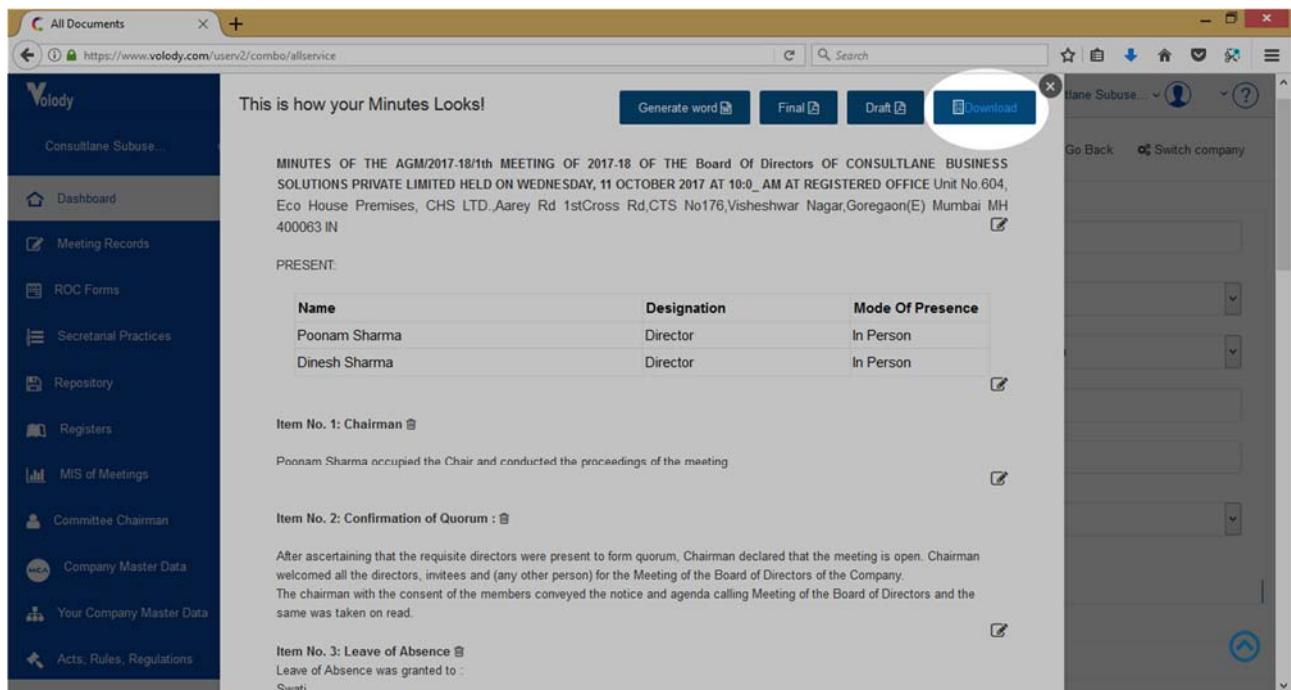
- If the document is Final, click on **Final** for saving the Final Copy

On clicking on Final, a message will be displayed that Your file has been Finalized and saved in Repository



This screenshot shows the Volody software interface for creating meeting minutes. The main window displays the minutes of a meeting held on Wednesday, 11 October 2017. The 'Final' button is highlighted with a white circle. A success message box is open, stating: "Success Your File has been finalised and saved in Repository". The software interface includes a sidebar with various menu options like Dashboard, Meeting Records, ROC Forms, etc.

- To download the PDF file, click on **Download** and your file is ready to print.



This screenshot shows the Volody software interface for creating meeting minutes. The 'Download' button is highlighted with a white circle. The software interface includes a sidebar with various menu options like Dashboard, Meeting Records, ROC Forms, etc.

For creating new template

First Create Tags for templates

- Click on **Create New Template**

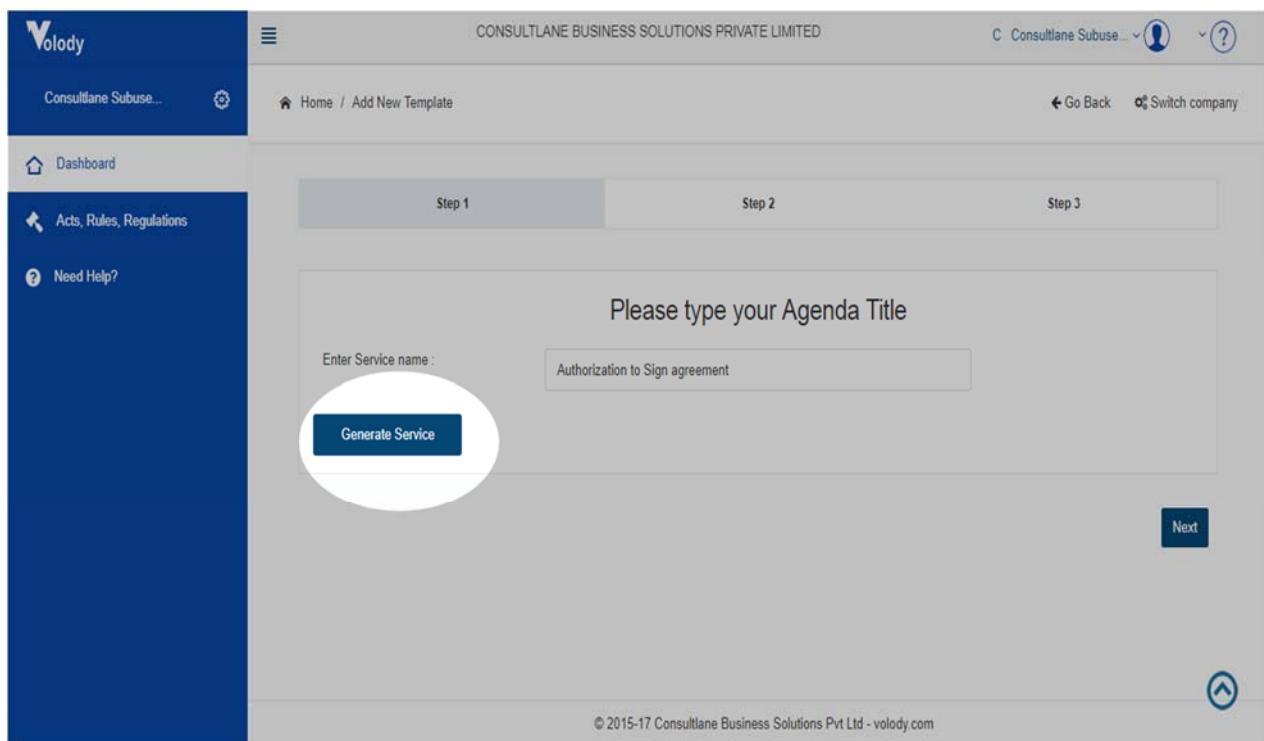
The screenshot shows the Volody software interface. On the left is a dark blue sidebar with various menu items like 'Meeting Records', 'ROC Forms', 'Secretarial Practices', etc. The main area has a header 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. Below the header, there's a breadcrumb 'Home / Select Services' and a 'Create New Template' button which is circled in white. To the right of the button is a 'Filter result:' dropdown containing several options such as 'Address', 'Adoption of AOA as per Companies Act 2013', 'Adoption of Accounts', etc. At the bottom of the page, there's a footer with the URL 'https://www.volody.com/user' and the copyright notice '© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com'.

- Now type your **Agenda title**:

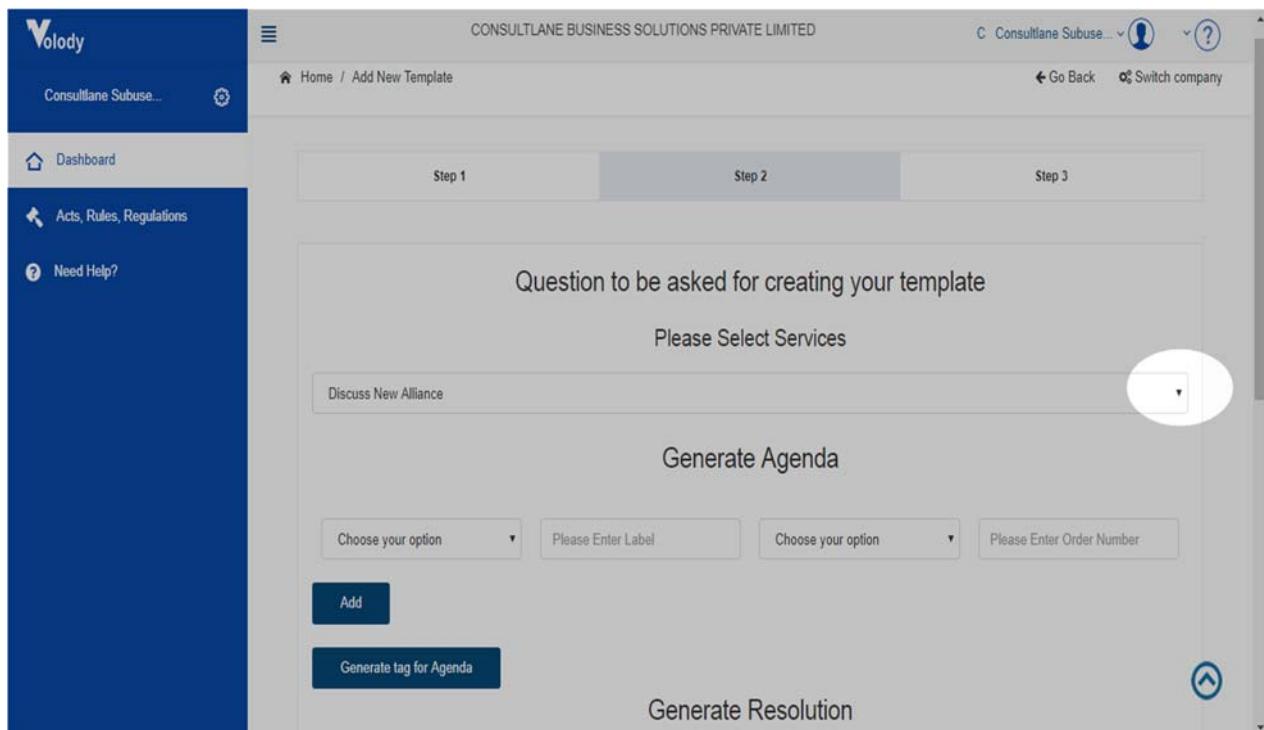
Eg: I am creating agenda of Board Resolution for **Authorization to Sign agreement**.

The screenshot shows the 'Add New Template' process at Step 1. The interface is similar to the previous one, with a sidebar and a main area for creating a new template. In the main area, there's a text input field labeled 'Enter Service name :' containing the text 'Authorization to Sign agreement', which is circled in white. Below this input field is a 'Generate Service' button. There are also tabs for 'Step 2' and 'Step 3' and a 'Next' button at the bottom right. The footer includes the URL 'https://www.volody.com/user' and the copyright notice '© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com'.

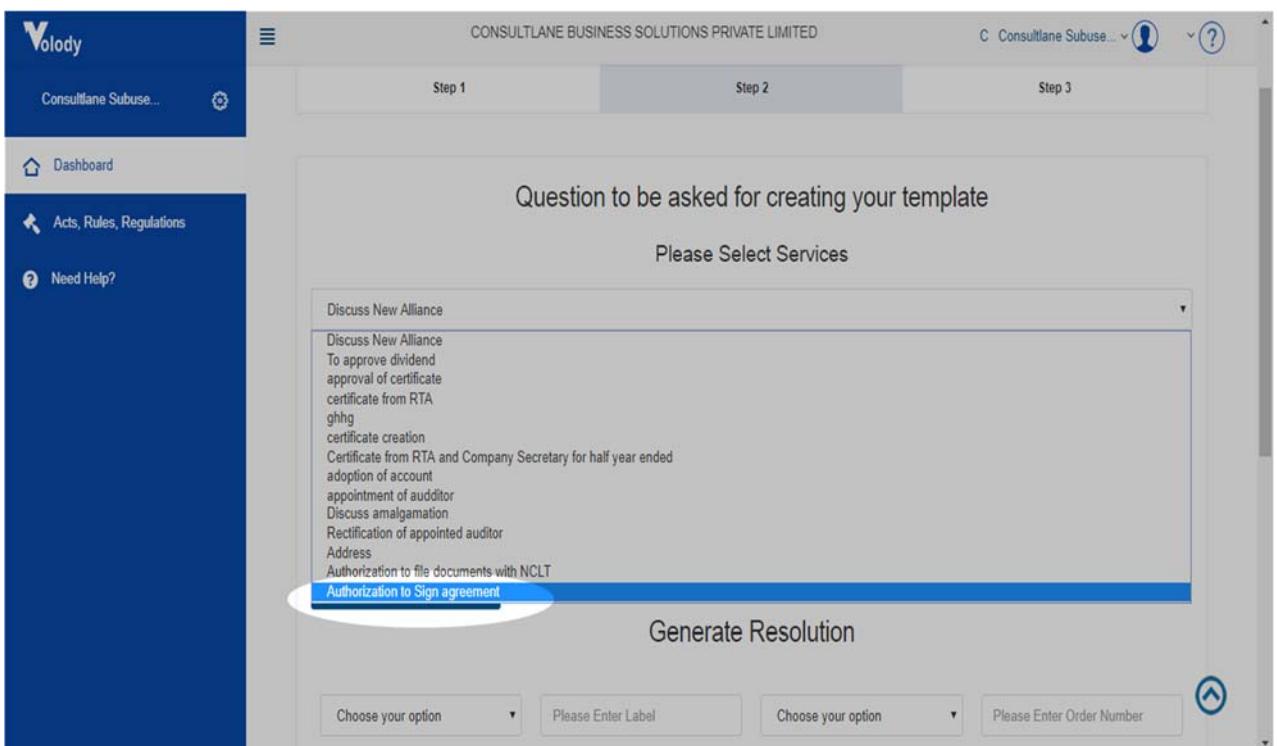
- Click on **Generate Service**



- Following Window will appear
From the **Drop Down – Select your agenda title** which have above created.

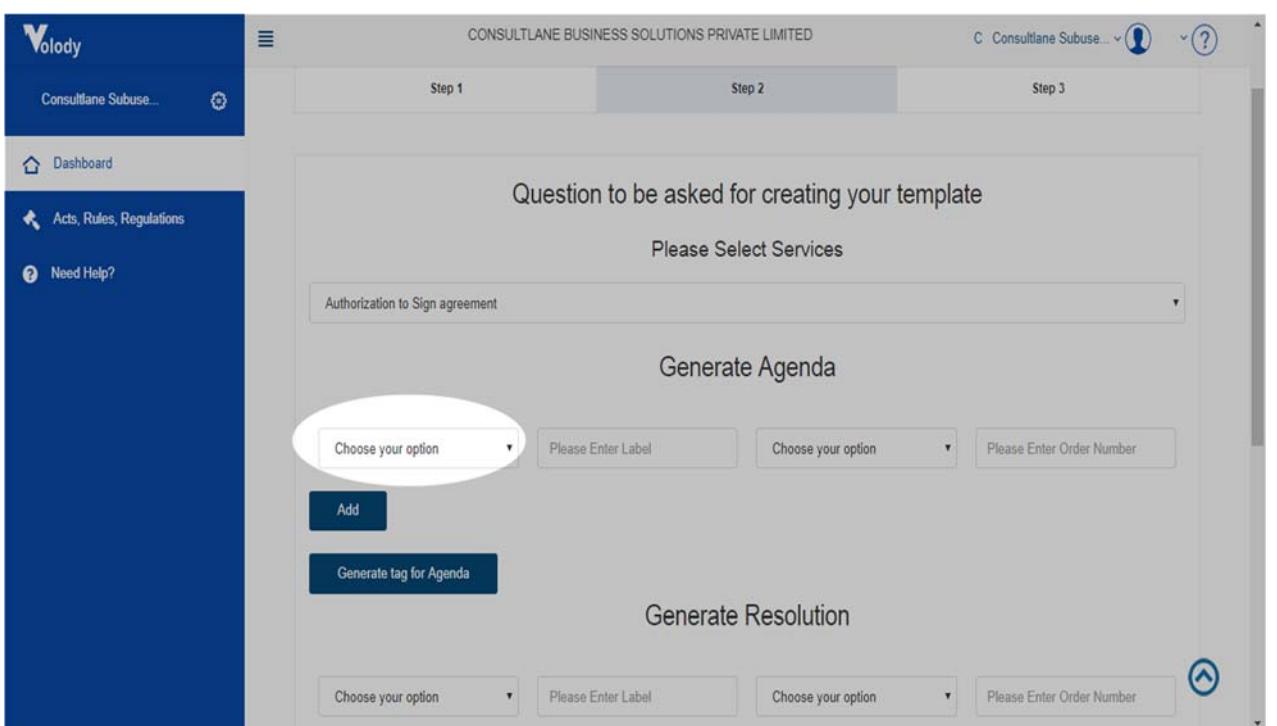


- Select- agenda title (**Authorization to Sign agreement**)



The screenshot shows the Volody software interface. On the left is a dark blue sidebar with the 'Volody' logo, 'Consultlane Subuse...', 'Dashboard', 'Acts, Rules, Regulations', and 'Need Help?' options. The main area has a light gray header with 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED' and tabs for 'Step 1', 'Step 2' (which is selected), and 'Step 3'. Below the tabs is a section titled 'Question to be asked for creating your template' with the sub-instruction 'Please Select Services'. A dropdown menu lists several items, with 'Authorization to Sign agreement' highlighted by a blue oval. At the bottom of this section are four input fields: 'Choose your option', 'Please Enter Label', 'Choose your option', and 'Please Enter Order Number'. To the right of these fields is an upward-pointing arrow icon.

- Here enter all the questions to be asked for creating template.
 1. Click on **choose your option**



This screenshot shows the same Volody interface as the previous one, but with some changes. The 'Authorization to Sign agreement' item is now listed in the dropdown menu under 'Choose your option'. Below the dropdown are two buttons: 'Add' and 'Generate tag for Agenda'. Further down is a large button labeled 'Generate Resolution'. At the bottom of the screen are four input fields: 'Choose your option', 'Please Enter Label', 'Choose your option', and 'Please Enter Order Number'. An upward-pointing arrow icon is located at the bottom right.

- Select Text if you want to enter text
Here I am selecting – **Selection field**

The screenshot shows the Volody software interface. On the left, there's a sidebar with a blue background. It has a logo at the top, followed by 'Dashboard', 'Acts, Rules, Regulations', and 'Need Help?'. Below these are several empty placeholder boxes. At the bottom of the sidebar, there are three small icons: a gear, a person, and a question mark.

The main area has a header 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED' and a navigation bar with 'Step 1', 'Step 2' (which is highlighted in grey), and 'Step 3'. A user profile icon and a help icon are in the top right.

The central part of the screen displays a form titled 'Question to be asked for creating your template'. It says 'Please Select Services' and has a dropdown menu labeled 'Authorization to Sign agreement' with the value 'Please Select Services'. Below it is a button 'Generate Agenda'.

There are four dropdown menus below the agenda button:

- 'Choose your option' dropdown with 'text selection' selected (highlighted in blue).
- 'Please Enter Label' input field.
- 'Choose your option' dropdown.
- 'Please Enter Order Number' input field.

Below these dropdowns are two buttons: 'Generate tag for Agenda' and 'Generate Resolution'.

At the bottom of the screen, there are four more dropdown menus:

- 'Choose your option' dropdown.
- 'Please Enter Label' input field.
- 'Choose your option' dropdown.
- 'Please Enter Order Number' input field.

- Now **enter the questions** to be asked while creating documents:

This screenshot is similar to the previous one but shows a tooltip. The tooltip is a dark box with white text that says: 'Please enter the question to be asked while creating the document. for eg. name of the director authorised to do all act!'. This tooltip is positioned over the 'Please Enter Label' input field in the 'Generate Agenda' section.

The rest of the interface is identical to the first screenshot, including the sidebar, header, navigation bar, and other form elements.

- Example:
 1. Here I have entered question 1 - **Director authorised to sign Agreement**
 2. **Click on Choose your options** and select the required field.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Step 1 Step 2 Step 3

Question to be asked for creating your template

Please Select Services

Authorization to Sign agreement

Generate Agenda

selection Director authorised to sign Agree Choose your option Please Enter Order Number

Add

Choose your option Financial Year Single / Multiple Director Date Picker

Generate Resolution

Choose your option Please Enter Label Choose your option Please Enter Order Number

- Now enter order No. and in that sequence questions will appear in template.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Step 1 Step 2 Step 3

Question to be asked for creating your template

Please Select Services

Authorization to Sign agreement

Generate Agenda

selection Director authorised to sign Agree Single / Multiple Director Please Enter Order Number

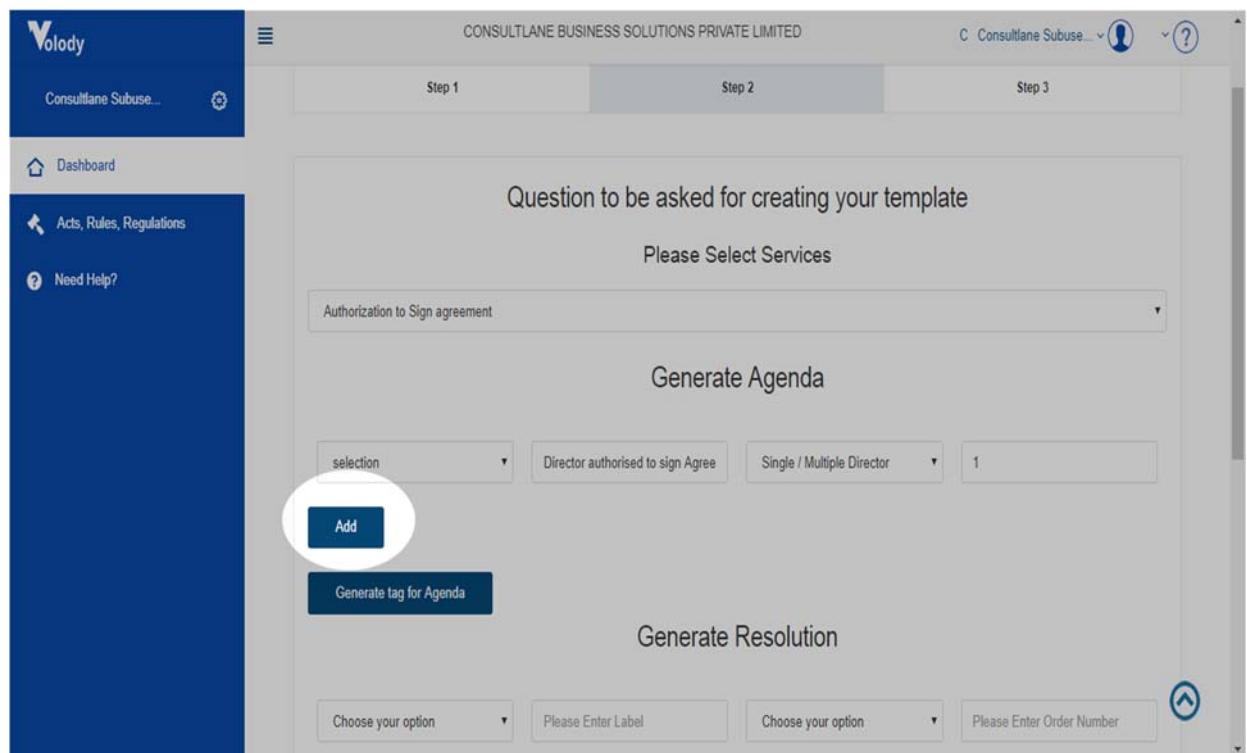
Add

Generate Resolution

Choose your option Please Enter Label Choose your option Please Enter Order Number

Please enter sequence in which question will appear!

- Click on **Add** to enter other questions in template:



CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Step 1 Step 2 Step 3

Question to be asked for creating your template

Please Select Services

Authorization to Sign agreement

Generate Agenda

selection Director authorised to sign Agree Single / Multiple Director 1

Add

Generate tag for Agenda

Generate Resolution

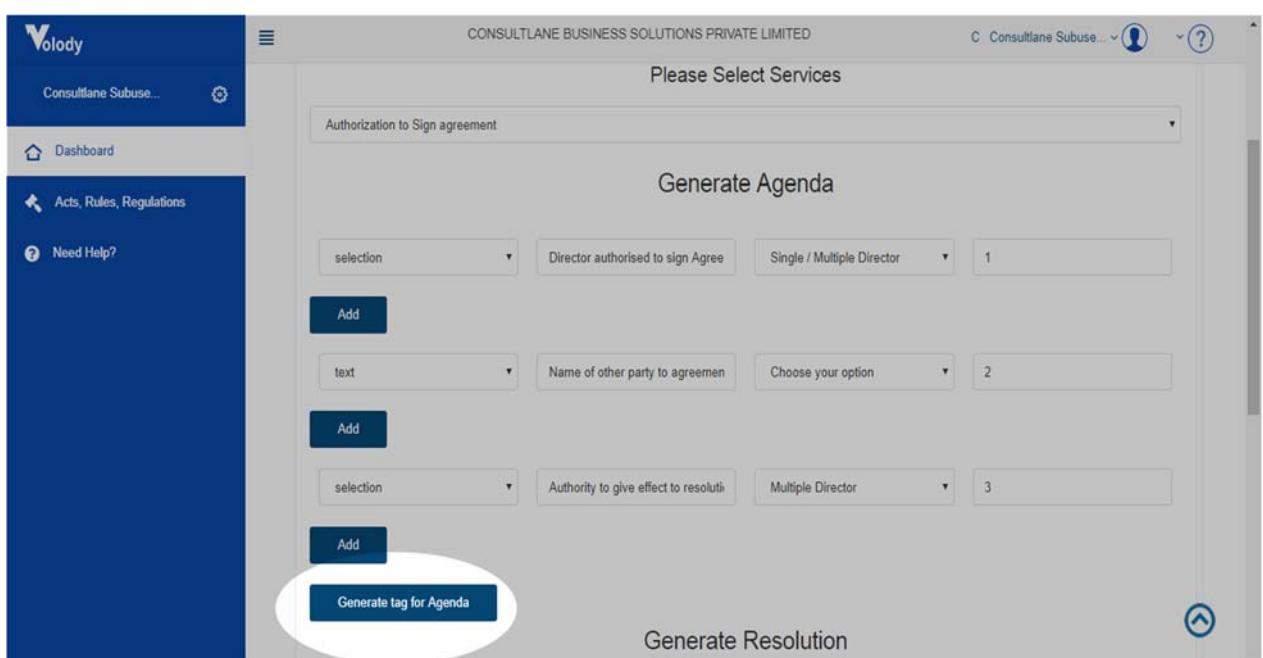
Choose your option Please Enter Label Choose your option Please Enter Order Number

- Some other questions that are added:

Question 2. Name of other party to agreement.

Question 3. Authority to give effect to resolution.

And click on **Generate tag for Agenda**.



CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Please Select Services

Authorization to Sign agreement

Generate Agenda

selection Director authorised to sign Agree Single / Multiple Director 1

Add

text Name of other party to agreement Choose your option 2

Add

selection Authority to give effect to resolution Multiple Director 3

Add

Generate tag for Agenda

Generate Resolution

- Fill the details for Resolution and Minutes and click on Next

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Generate Minutes

selection Director authorised to sign Agree Single / Multiple Director 1

Add

text Name of other party to agreement Choose your option 2

Add

selection Authority to give effect to resolution Multiple Director 3

Add

Generate tag for Minute

Next Previous

- Select Service from drop down list.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Home / Add New Template Go Back Switch company

Step 1 Step 2 Step 3

Please Select Services

Discuss New Alliance

Generate Agenda Generate Resolution Generate Minute

Previous

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- Select document which you want to create.

Select Authorization to sign Agreement.

The screenshot shows the Volody software interface. On the left, there's a dark blue sidebar with icons for Dashboard, Acts, Rules, Regulations, and Need Help?.

The main area has a header: CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED, C Consultlane Subuse..., and a user icon.

Breadcrumbs: Home / Add New Template. Buttons: Go Back, Switch company.

A progress bar at the top indicates Step 1, Step 2, and Step 3. Step 2 is active.

The main content area says "Please Select Services". A dropdown menu titled "Discuss New Alliance" lists several options, with "Authorization to Sign agreement" highlighted in blue.

At the bottom, it says "© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com".

- Click on **Generate Agenda:**

The screenshot shows the Volody software interface, similar to the previous one but with a different service selected.

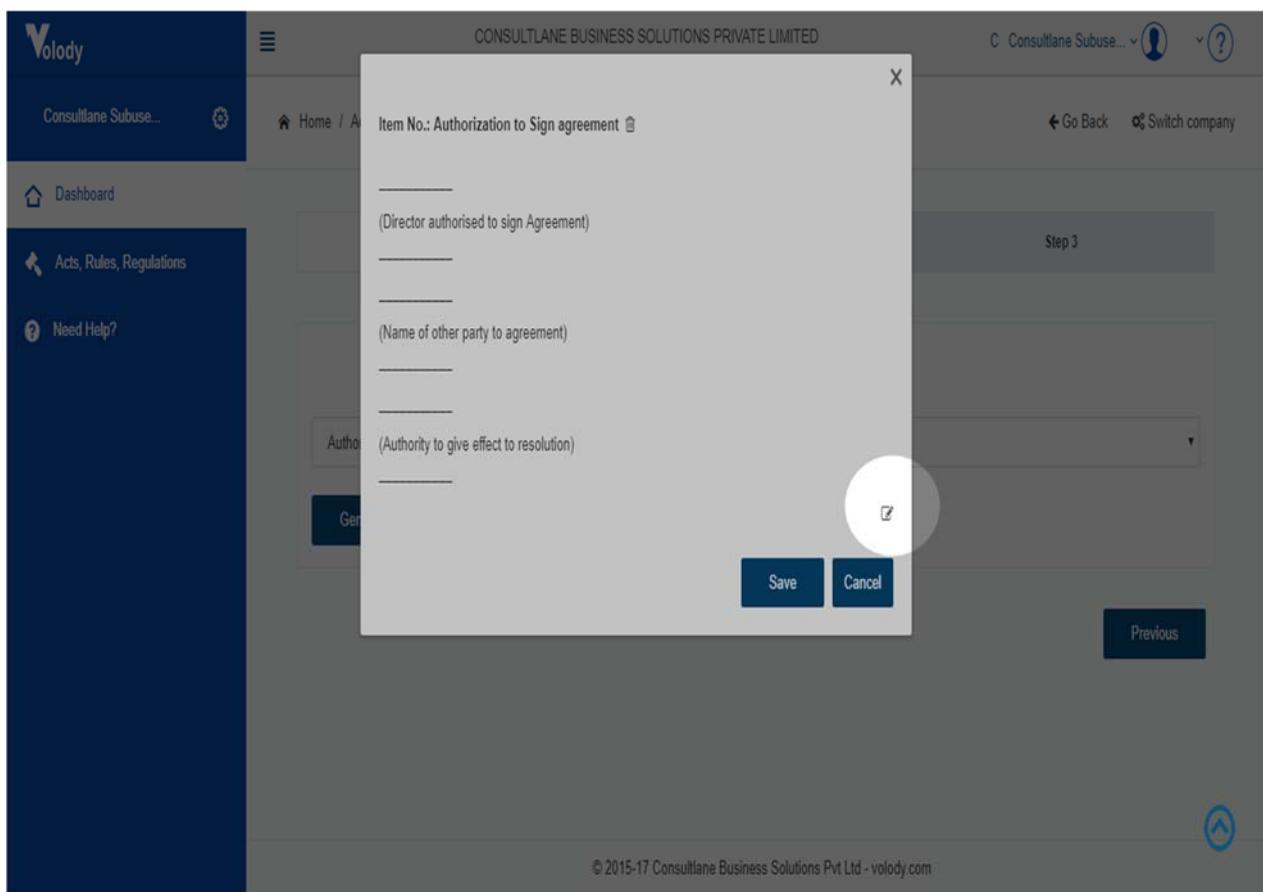
The main content area says "Please Select Services". A dropdown menu titled "Authorization to Sign agreement" is open, and the "Generate Agenda" button is highlighted with a white circle.

Other buttons in the row are "Generate Resolution" and "Generate Minute".

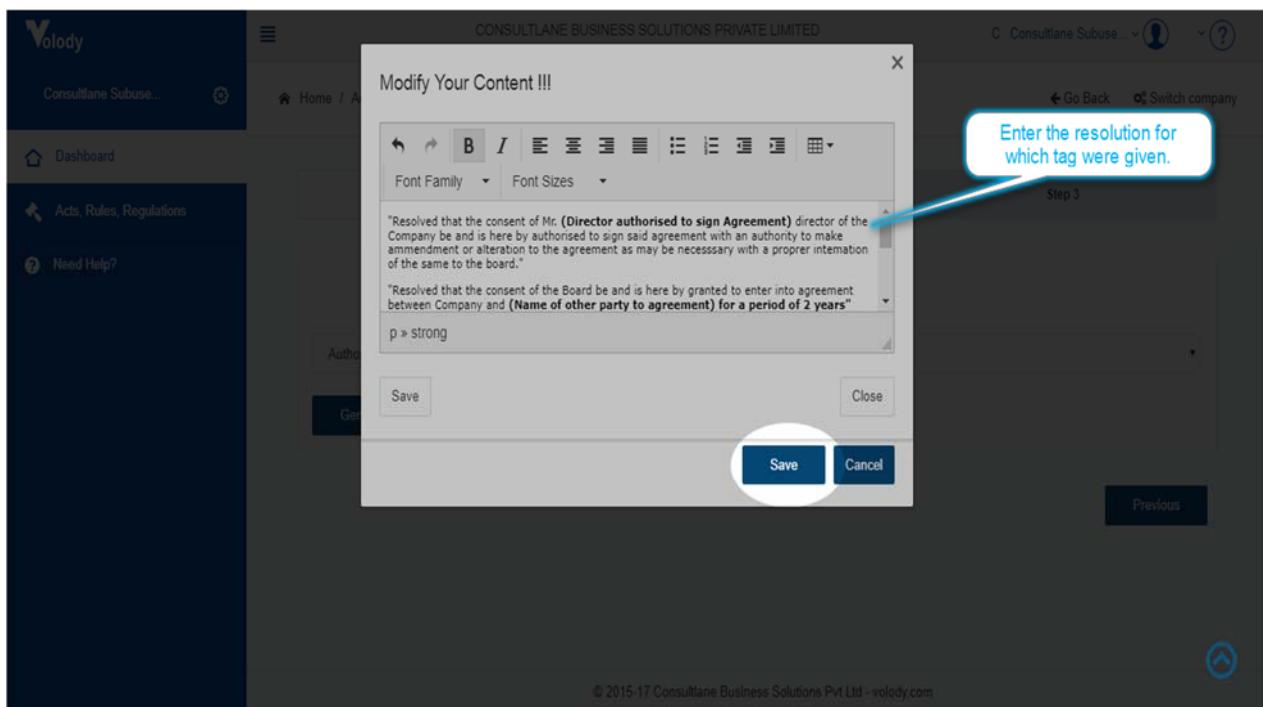
At the bottom right, there's a "Previous" button.

At the very bottom, it says "© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com".

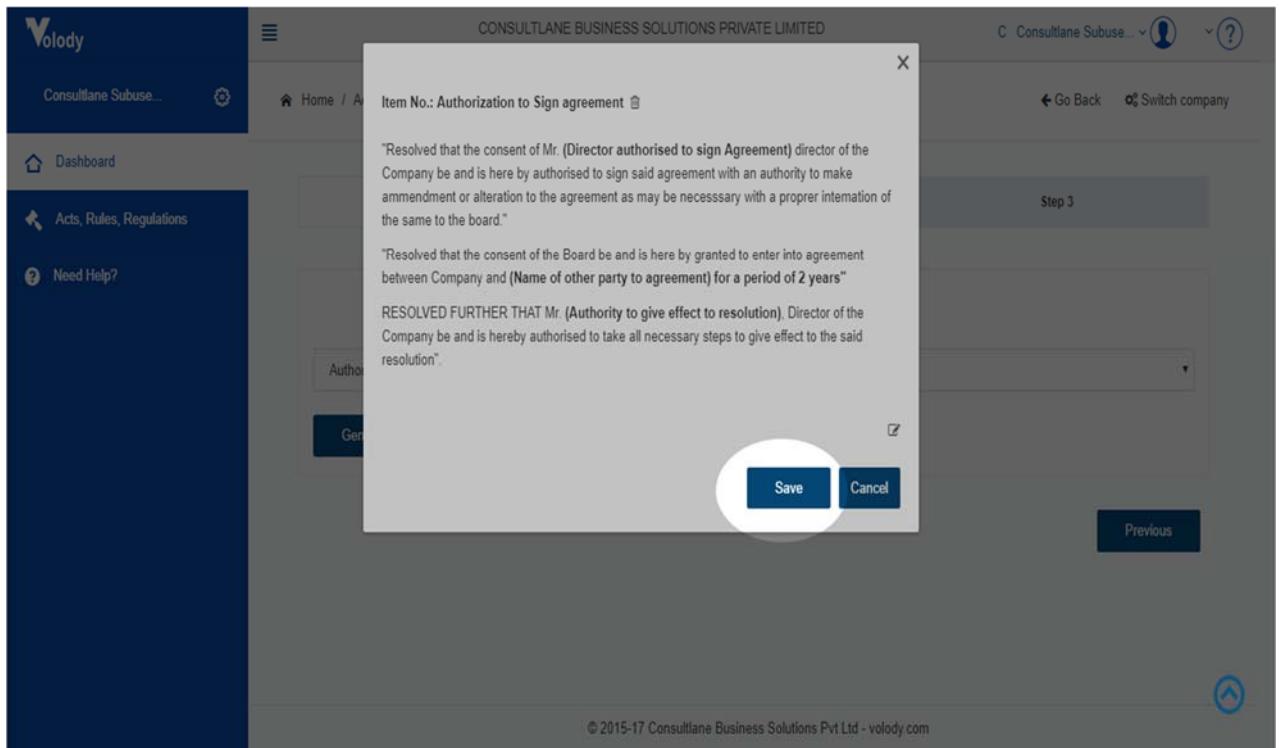
- Following screen will appear. Click on **edit** to make changes.



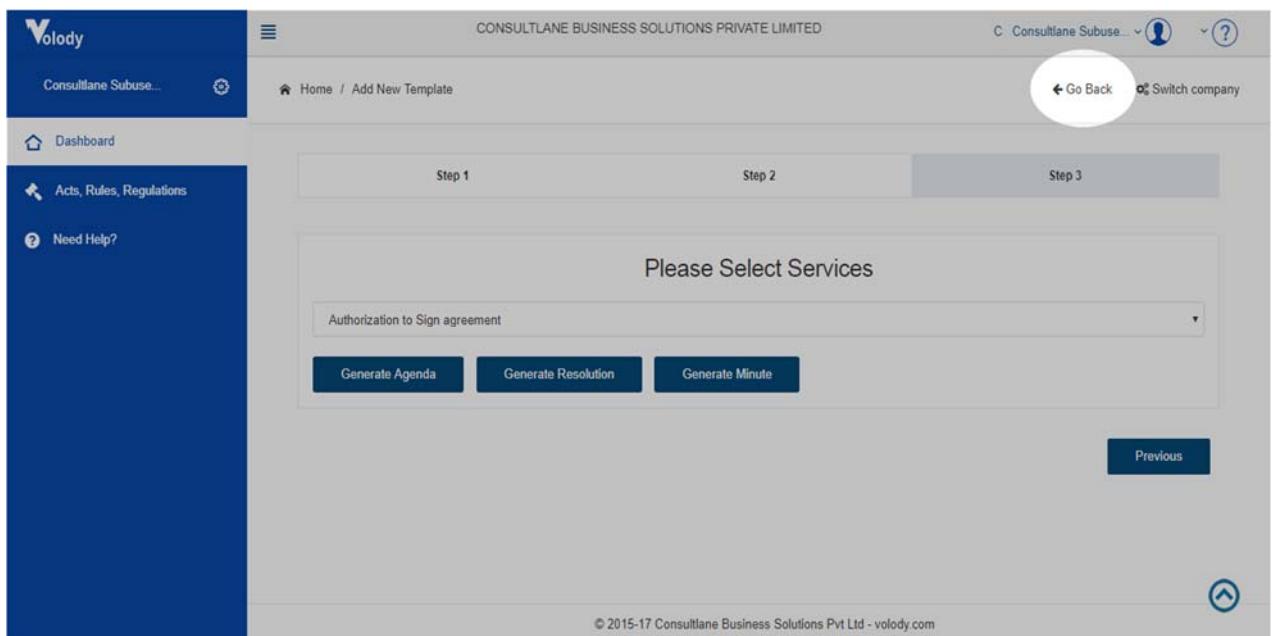
- Edit** the content and **click on save:**



- Following window will appear, if you are satisfied with the content **click on save button to insert data.**



- Now Click on **Go back** button:



- Now search Template which you have created and click on Add:

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Home / Select Services

Add Create New Template

Filter result:

authoriz

Alter Authorized Capital

Authorization to Sign agreement

Authorization to file documents with NCLT

authorized signatory

authorized signatory

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- Fill the required Details and also tag which you have created and then click on generate agenda:

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Home / Select Services

Add Create New Template

Filter result:

authoriz

Alter Authorized Capital

Authorization to Sign agreement

Authorization to file documents with NCLT

authorized signatory

authorized signatory

Generate Agenda

Number of Meeting : BM/2017-18/15

Financial Year : 2017-18

Date of Meeting : Please fill in this field.

Date of Meeting : Please fill in this field.

Time of Meeting : AM

Director / Company Secretary Authorized to Sign Agenda : Dinesh Sharma

Director / Company Secretary Authorized to Sign Notice : Dinesh Sharma

Notice Date :

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- Your Agenda is ready:

- To edit the content, you can use Pencil button given at right side.

Detailed Agenda

Item No.1: Appointment of Chairman

The Directors present will elect and appoint the Chairman.

Item No.2: Leave of Absence

The Board is requested to grant leave of absence to the Directors who are unable to attend the Meeting.

Item No.3: Confirmation of Minutes of the previous of the Board of Directors

The Minutes of the Meeting of the Board of Directors held on , which will be placed at the table, to be confirmed and signed by the Chairman.

Item No.4: Authorization to Sign agreement

"Resolved that the consent of Mr. Dinesh Sharma director of the Company be and is here by authorised to sign said agreement with an authority to make amendment or alteration to the agreement as may be necessary with a proper intimation of the same to the board."

"Resolved that the consent of the Board be and is here by granted to enter into agreement between Company and M/s SMP & Co, MUMBAI for a period of 2 years"

RESOLVED FURTHER THAT Mr. Dinesh Sharma, Poonam Sharma, Director of the Company be and is hereby authorised to take all necessary steps to give effect to the said resolution".

Buttons: Close, Final, Draft, Generate PDF

- To generate the word or Pdf file click on the button given and you can save it in as draft and final copy.

This is how your Document Looks!

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

CIN : U74900MH2015PTC265881

Registered Office: UNIT NO.604, ECO HOUSE PREMISES, CHS LTD., AAREY RD 1STCROSS RD, CTS NO176, VISHESHWAR NAGAR, GOREGAON(E) MUMBAI MH 400063 IN

Telephone: _____

Email Id: dinesh.sharma@consultlane.com

AGENDA FOR THE MEETING OF THE BOARD OF DIRECTORS OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED HELD ON THURSDAY, 02 NOVEMBER 2017 AT 10:00 AM AT THE REGISTERED OFFICE UNIT NO.604, ECO HOUSE PREMISES, CHS LTD., AAREY RD 1STCROSS RD, CTS NO176, VISHESHWAR NAGAR, GOREGAON(E) MUMBAI MH 400063 IN

ITEM NO.	PARTICLUARS
1	To Elect the Chairman of the Meeting.
2	To grant leave of absence, if any, to the Directors of the Company.
3	To consider and approve minutes of the previous Meeting of the Board of Directors.

Buttons: Generate word, Final, Draft, Generate PDF

- Same procedure to be followed for inserting data in Resolution and Minutes. Your resolution is ready:

This is how your Documentation Looks!

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED ✎

CIN : U74900MH2015PTC265881

Registered Office: UNIT NO.604, ECO HOUSE PREMISES, CHS LTD.,AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED ON FRIDAY, 03 NOVEMBER 2017 AT 10:00 AM AT UNIT NO.604, ECO HOUSE PREMISES, CHS LTD.,AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN

"Resolved That The Consent Of Mr. Dinesh Sharma, Director Of The Company Be And Is Here By Authorised To Sign Said Agreement With An Authority To Make Amendment Or Alteration To The Agreement As May Be Necessary With A Proper Intimation Of The Same To The Board."

"Resolved That The Consent Of The Board Be And Is Here By Granted To Enter Into Agreement Between Company And M/S SMP & Co, MUMBAI For A Period Of 2 Years"

RESOLVED FURTHER THAT Dinesh Sharma,Poonam Sharma, Director Of The Company Be And Is Hereby Authorised To Take All Necessary Steps To Give Effect To The Said Resolution".

CERTIFIED TRUE COPY

For CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Roc Forms

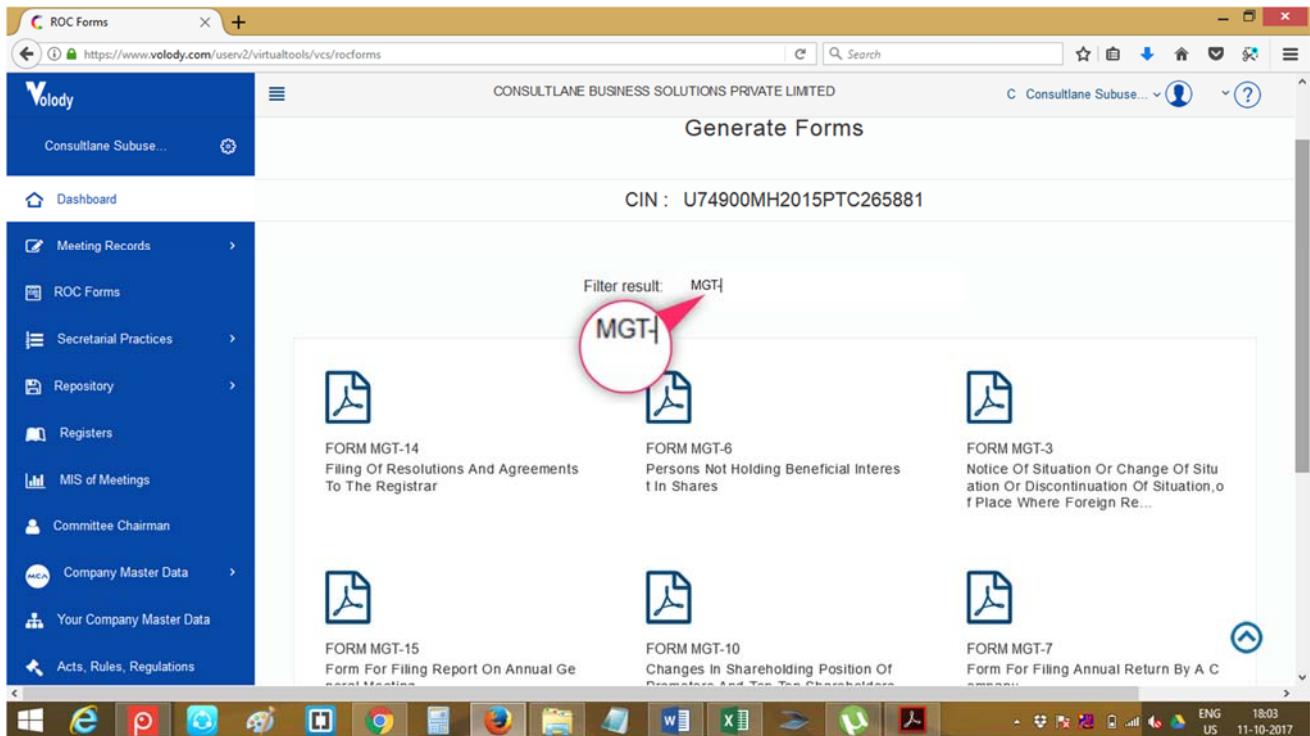
- Click on ROC Forms.

You have selected CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

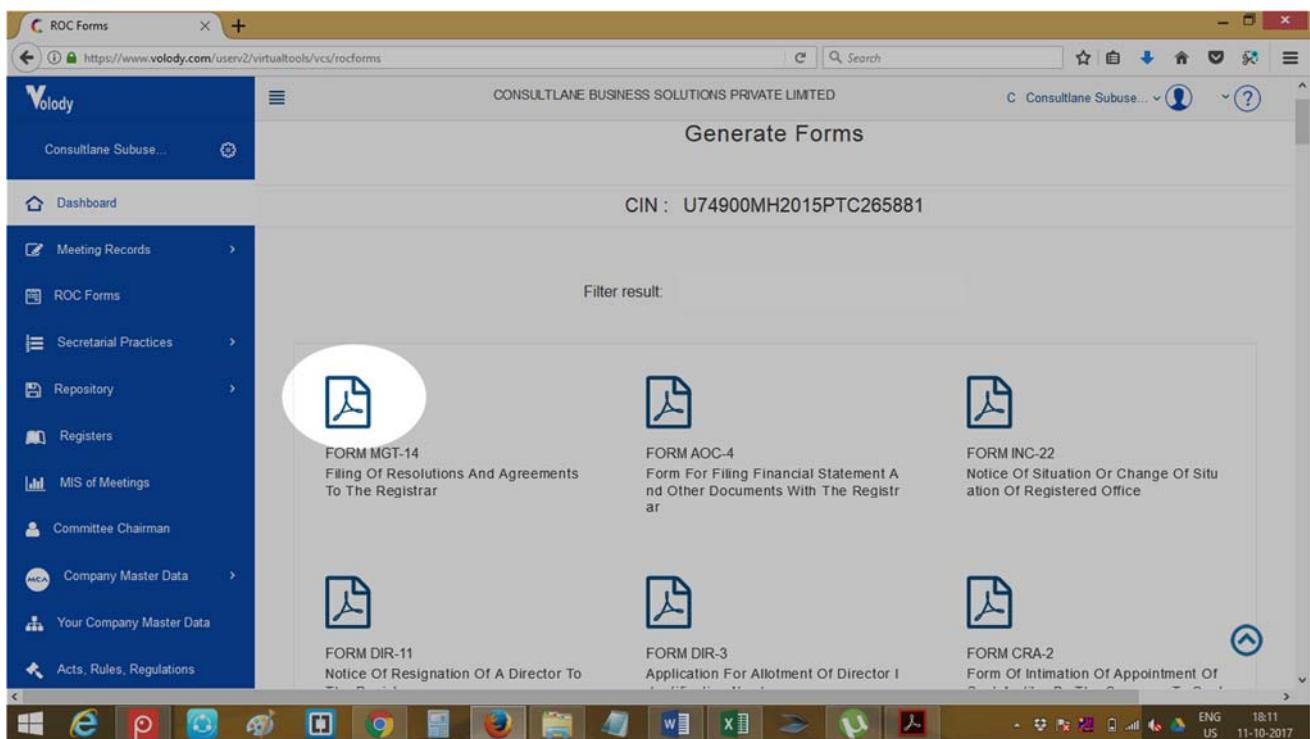
Please select option from left menu to start working

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- Select the Form in the **Search Tab**.



- In case of **MGT-14**, select Form **MGT-14**



- Fill in the requisite data.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Your ROC Form -

3. Registration of

Resolution(s)

Agreement

Postal ballot resolution(s) under Section 110

Proposed resolution under section 94(1)

4. Date of dispatch of notice for passing of

(a) Resolution(s)
2017-09-01

(b) Postal ballot resolution(s)

5. Date of passing of

(a) Resolution(s)
2017-09-30

(b) Postal ballot resolution(s)

6. Number of resolution(s) for which the form is being filed

- Now click on submit button:

Secure | https://www.volody.com/userv2/virtualtools/vcs/roforms

(c) Purpose of entering into the agreement
Others under Companies Act,2013

If others, mention the section and purpose

(d) Subject matter of the agreement

(e) Indicate the authority adopting the agreement

Board of directors

Shareholders

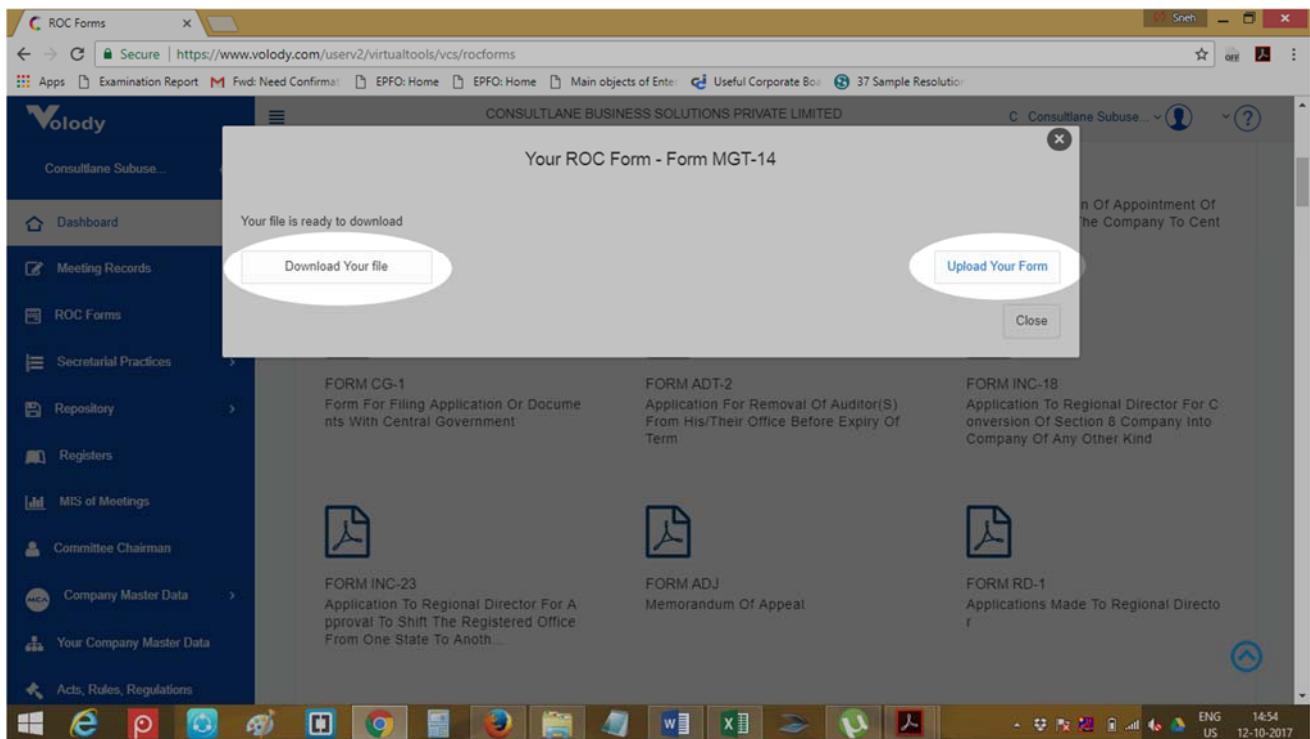
Class of shareholders

Creditors

Submit

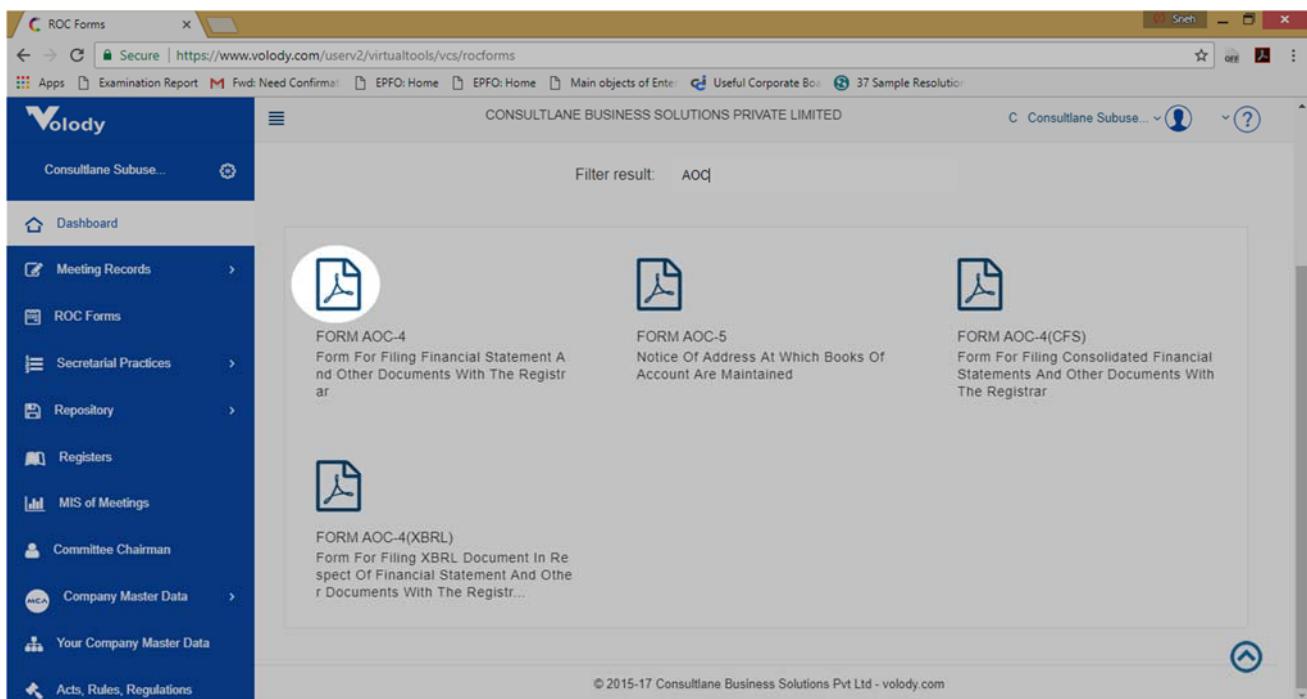
Close

- Choose option download or upload form.



Annual Filing Form

- In case of Form AOC-4.



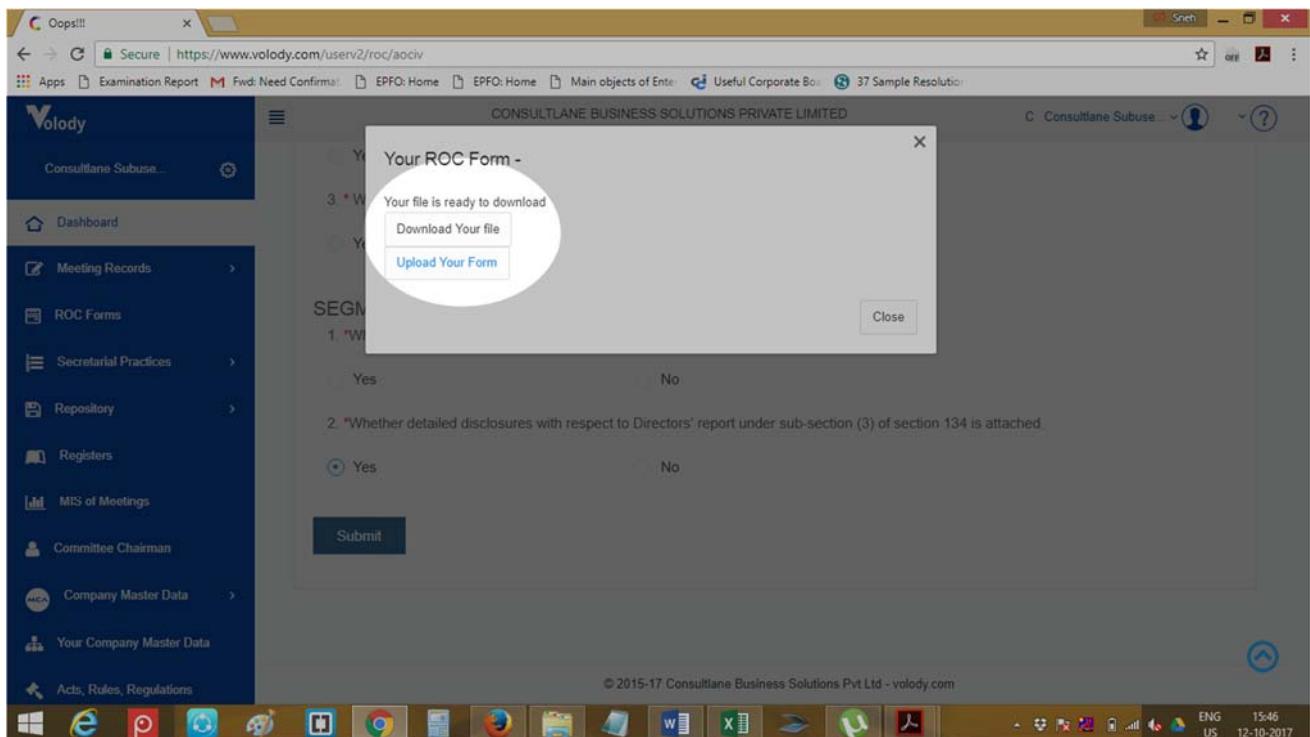
- Now: 1. Download Sample excel file
2. Fill in the data in the Excel File, and browse it to upload the File.

The screenshot shows the Volody software interface for filling out the AOC-4 form. On the left, there's a sidebar with various menu items like Meeting Records, ROC Forms, Secretarial Practices, etc. The main area is titled 'AOC-4' and contains sections for 'Balance sheet' and 'I. General information of the company'. It includes fields for CIN number (U74900MH2015PTC265881), financial year, and date of the meeting. A red circle labeled '1' points to the 'Download Sample' button, and another red circle labeled '2' points to the 'browse' button for selecting the uploaded Excel file.

- Fill the required details and click on **submit** button

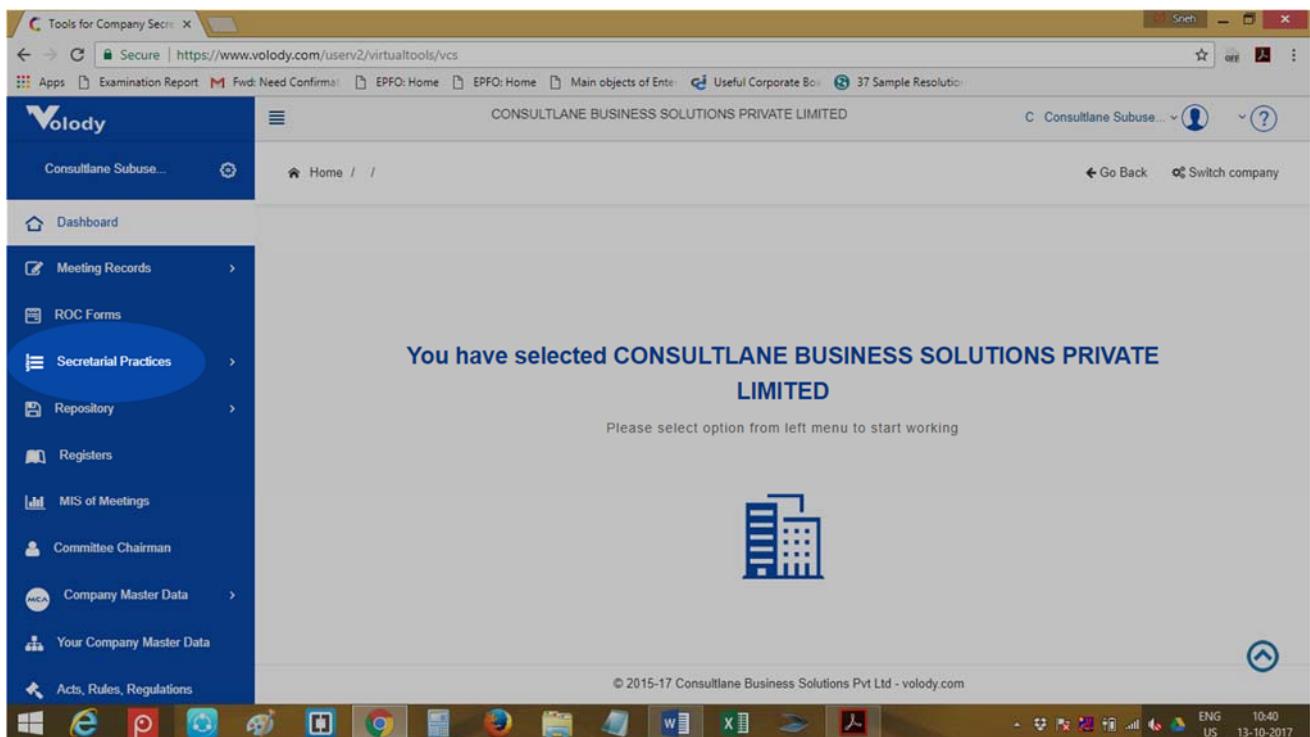
The screenshot shows the Volody software interface with the AOC-4 form filled in. It includes sections for 'II. Details of remarks made by auditors and applicability of CARO' and 'SEGMENT-VI- Miscellaneous'. Under 'SEGMENT-VI', there are two questions with 'Yes' and 'No' radio buttons. The 'Yes' button for the second question is selected. A white oval highlights the 'Submit' button at the bottom of the form.

- Choose Option **Download or Upload** your Form



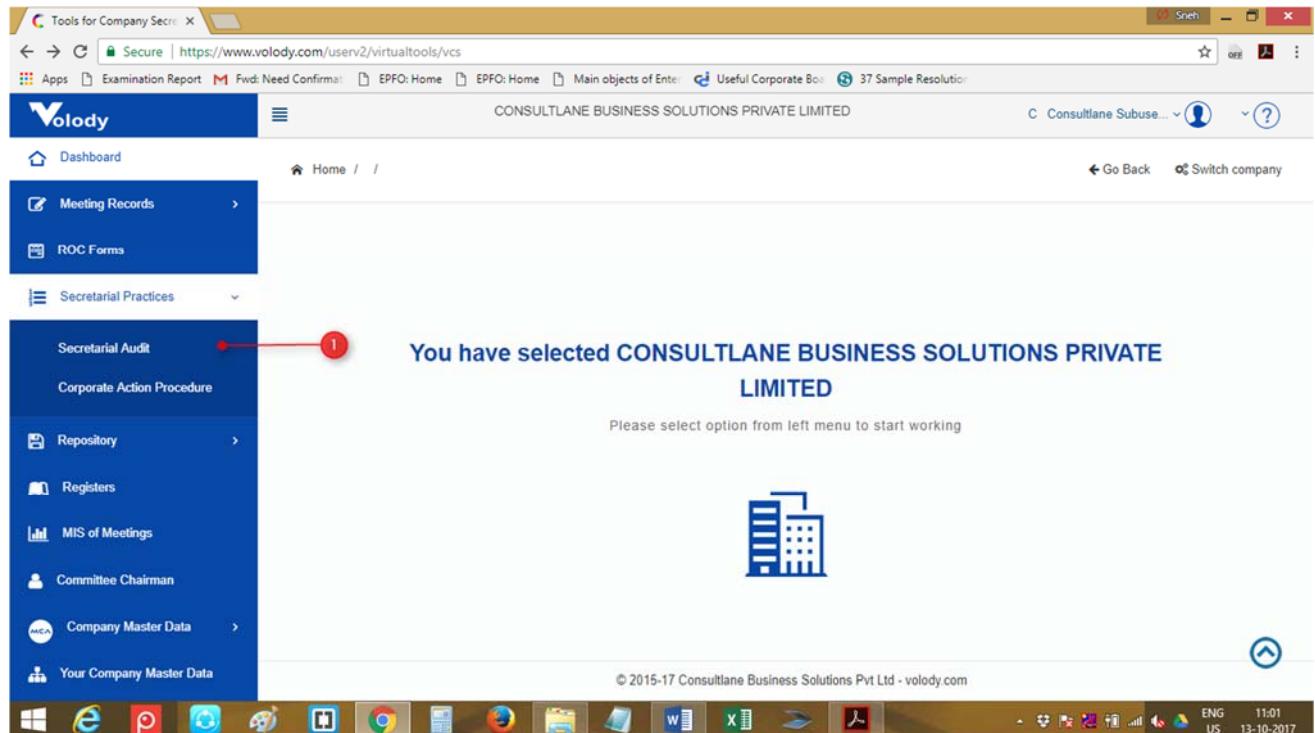
Secretarial Practice

- Click on Secretarial Practices:

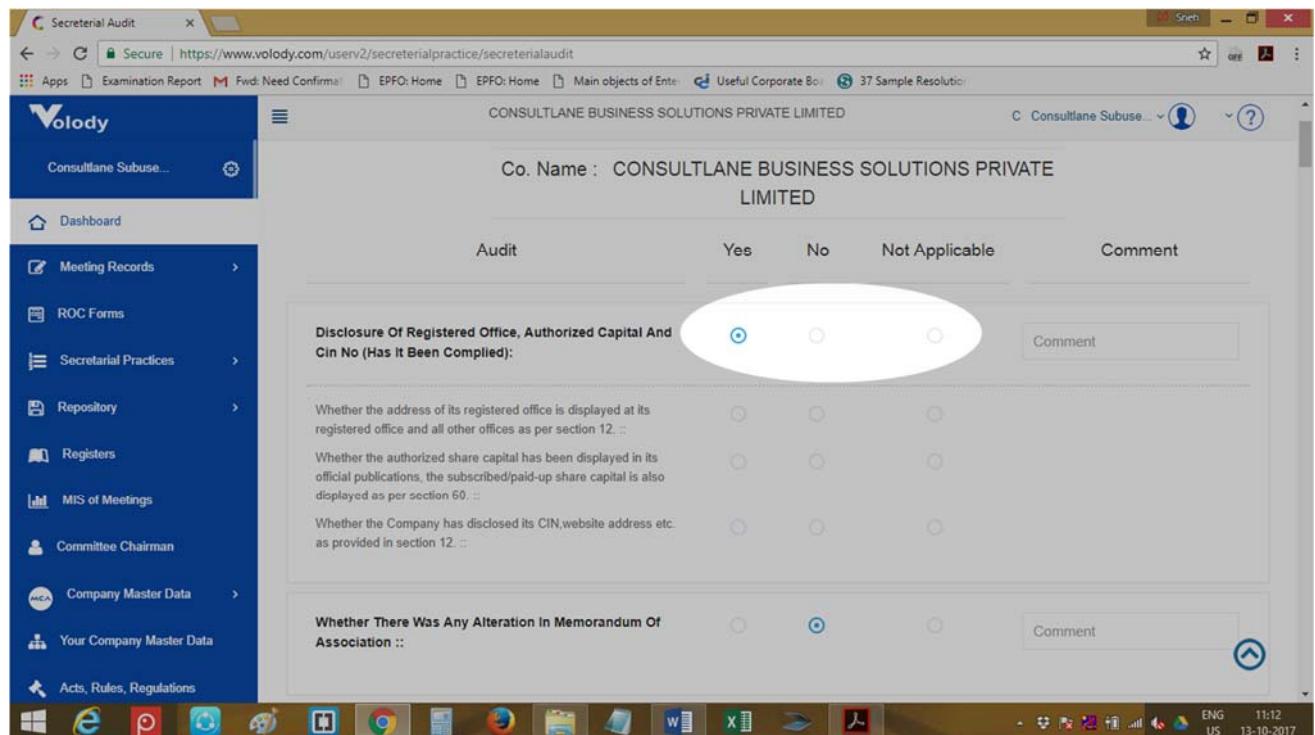


Secretarial Audit

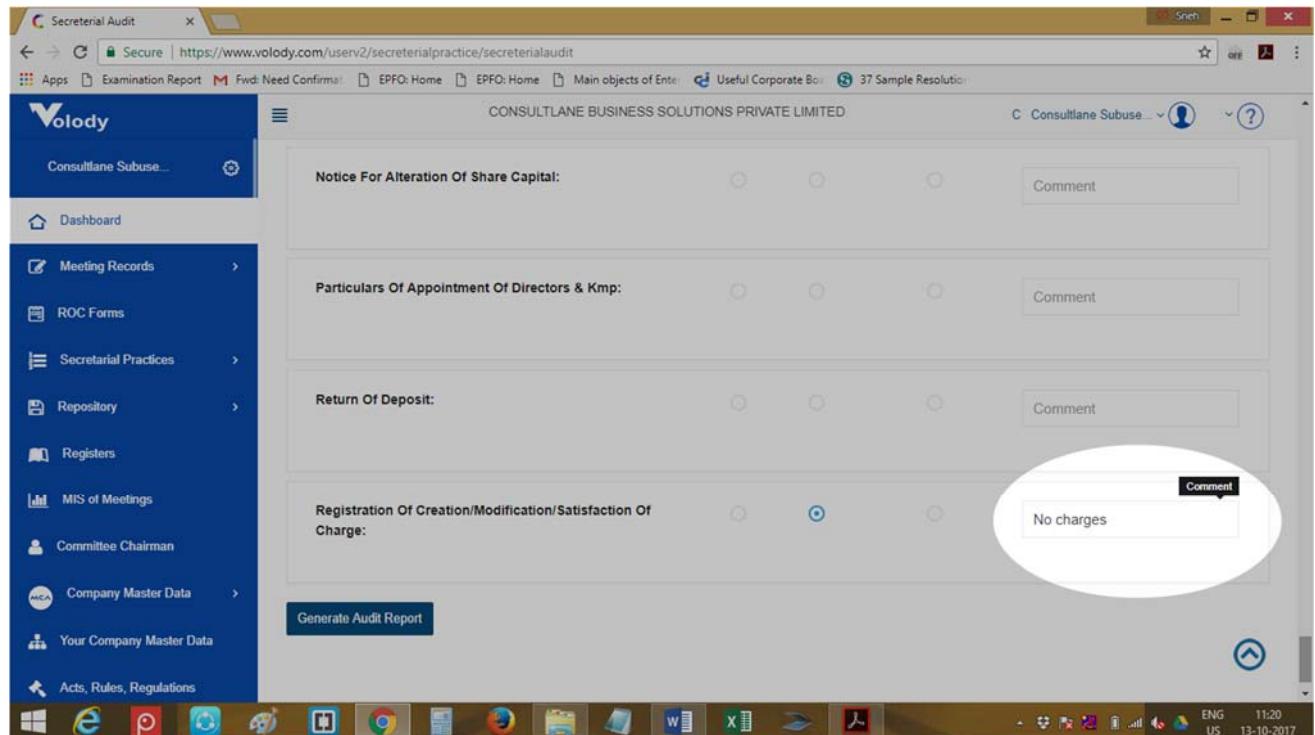
- 1. Now click on Secretarial Audit



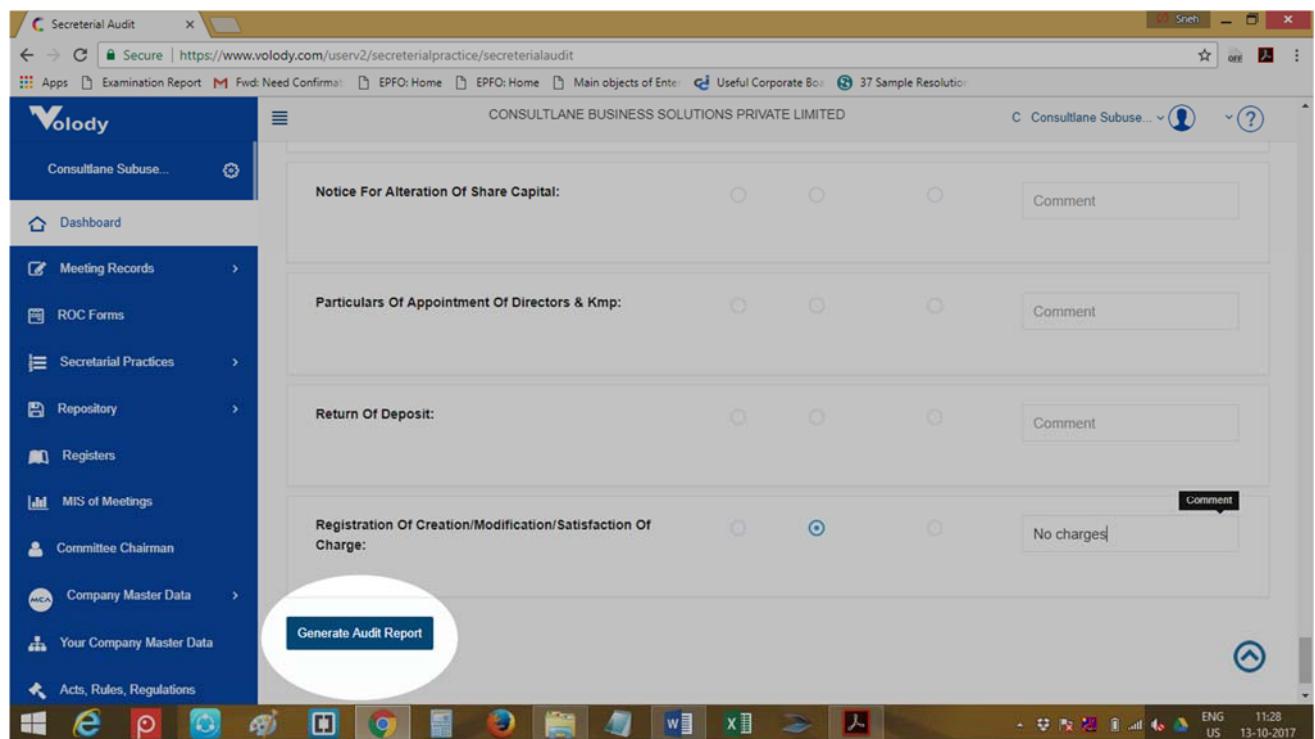
- Click on Yes, No or Not Applicable depending on the applicability of the Company



- Use the **Comment box** for reference and details in relation to the Company



- After that click on **Generate Audit Report**



- Secretarial Audit Report is Ready.

For editing the details, click on the **Pencil Button** provided, you can also **Generate the PDF file** and download the same.

Corporate Action procedure

- 2. Click on Corporate Action Procedures

- Select the Service for which procedure has to be sort

The screenshot shows the Volody software interface. On the left is a sidebar with a blue header containing the 'Volody' logo and 'Consultlane Subuse...'. Below the header are several menu items: Dashboard, Meeting Records, ROC Forms, Secretarial Practices (with a dropdown arrow), Repository, Registers, MIS of Meetings, Committee Chairman, Company Master Data (with a dropdown arrow), Your Company Master Data, and Acts, Rules, Regulations. The main content area has a header 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED' and 'CIN : U74900MH2015PTC265881'. Below the header are two buttons: 'Get Updated Company Details' and 'Get Updated Co. Dir Details'. A search bar labeled 'Filter result:' is present. A large list of secretarial practices is displayed in two columns. A callout bubble highlights 'Alter Registered Office Address'. Other items listed include Create Employee Stock Option Plan (ESOP), Appoint First Auditor of the Company, Alter Director Remuneration, Appoint Auditor of the Company - First Long Tenure, Approval of Preliminary Expenses, Formation of Audit Committee, Formation of Nomination Committee, Formation of CSR Committee, Approval of Director Report, Adoption of Accounts, Opening of Bank Account, General Power of Attorney, Registration under different Acts, Formation of Stakeholder Relationship Committee, Resignation of Director, Resignation of Whole Time Director, and Appointment of Auditor in case of casual vacancy.

- Step by step procedure will appear

The screenshot shows the Volody software interface with a similar layout to the previous one. The sidebar on the left includes the 'Volody' logo and 'Consultlane Subuse...'. The main content area is divided into three sections: 'Step1' (Notice Of Board Meeting To The Directors To The Directors, with a 'Generate Resolution' button), 'Step2' (Agenda Of Board Meeting To The Directors To The Directors, with a 'Generate Resolution' button), and 'Step3' (Board Resolution, with a 'Generate Resolution' button). The bottom of the screen shows a taskbar with various application icons and system status indicators.

The screenshot shows a software application window titled 'Volody' with a blue sidebar menu. The main area displays three sequential steps:

- Step5**: Mintues Of Board Meeting. A 'Generate Resolution' button is present.
- Step6**: File Form INC-22 With Mca. A 'Generate Resolution' button is present.
- Step7**: Printing Of New Letterhead Of The Company. A 'Generate Resolution' button is present.

The sidebar menu includes options like Dashboard, Meeting Records, ROC Forms, Secretarial Practices, Repository, Registers, MIS of Meetings, Committee Chairman, Company Master Data, Your Company Master Data, and Acts, Rules, Regulations. The bottom taskbar shows various application icons and the system clock.

Repository

For viewing your Draft & Final Documents

- Click on Repository

The screenshot shows the same software interface as above, but the 'Repository' option in the sidebar menu is highlighted with a blue oval. The main area displays a message:

You have selected CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED
Please select option from left menu to start working

The sidebar menu and taskbar are identical to the previous screenshot.

- **Draft, Final & Documents** are available.
- 1. Click on **Draft** to view draft documents:

The screenshot shows the Volody web application interface. On the left, there's a sidebar with various menu items: Meeting Records, ROC Forms, Secretarial Practices, Repository, Final, Draft (which has a red arrow pointing to a circled '1'), Documents, Registers, MIS of Meetings, and Committee Chairman. The main content area displays the message "You have selected CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED". Below this, there's a placeholder text "Please select option from left menu to start working" and a building icon. At the bottom, it says "© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com".

- Now select Company to view draft documents

The screenshot shows the 'Draft Repository' page within the Volody application. The sidebar remains the same as the previous screenshot. The main content area is titled "VCS Draft - Customer Data". It features a search bar with "Find By service name" and an "Advanced search" toggle. Below this, there are two sections: "Created by me" and "Assign By Others". In the "Created by me" section, there are two options: "C & C CLOTHING PRIVATE LIMITED" and "CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED", with the latter being highlighted by a white oval. To the right, a message says "Thats all your activity was!". At the bottom, there's a "Load more" button and the copyright notice "© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com".

- Select **VCS Agenda/ Minutes/ Notice/ Resolution** to view draft copy of the same. You can also download the PDF copy of the same:

VoloDY

Sagar Naik

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

VCS Draft - Customer Data

Find By service name

Advanced search OFF

Created by me

- C & C CLOTHING PRIVATE LIMITED
- CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Assign By Others

Thats all your activity was!

VCS Agenda

VCS Minutes

VCS Notice

VCS Resolution

- Eg. If you click on VCS Resolution- you can view all the resolution with date and subject which were saved as drafts.

VoloDY

Sagar Naik

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

VCS Notice

VCS Resolution

Friday 13th October 2017

You have accessed Alter Director Remuneration Service

You have generated file

Edit Your File → Delete Record

Accessed about 17 seconds ago

Friday 13th October 2017

You have accessed Adoption of AOA as per Companies Act 2013 Service

You have generated file

Edit Your File →

- Now if you want to edit the resolution, click on PDF.

The screenshot shows the Volody software interface. On the left is a sidebar with various menu items: Dashboard, Meeting Records, ROC Forms, Secretarial Practices, Repository, Registers, MIS of Meetings, Committee Chairman, Company Master Data, Your Company Master Data, and Acts, Rules, Regulations. The main area displays two sections of resolutions. The top section is for 'VCS Resolution' dated Friday, 13th October 2017. It shows a message about accessing the Alter Director Remuneration Service and generating a file. A red circle highlights the 'Edit Your File' button with a pencil icon. Below it is another section for the same date, showing access to the Adoption of AOA as per Companies Act 2013 Service.

- To edit click on pencil button and to generate PDF file click on Generate:

The screenshot shows the Volody software interface displaying a resolution document. At the top, there are buttons for 'Final', 'Draft', and 'Generate'. A red circle highlights the 'Generate' button. The document header reads 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED' and 'CIN : U74900MH2015PTC265881'. It states the registered office is at UNIT NO 604, ECO HOUSE PREMISES, CHS LTD., AAREY RD 1STCROSS RD, CTS NO176, VISHESHWAR NAGAR, GOREGAON(E) MUMBAI MH 400063 IN. The text below discusses the certified true copy of the resolution passed at a meeting on 24 August 2017. The 'RESOLVED THAT' clause is present. At the bottom, there is a table titled 'Salary & Perquisites:' with three rows: 1. Basic Salary: Rs.25000/- per month w.e.f. Friday, 25 August 2017. 2. Commission: Not exceeding 0 percent of net profit in an accounting year of the Company subject to availability of profit w.e.f. Friday, 25 August 2017. 3. Free furnished accommodation with gas, electricity, water, furnishing, servants, security, drivers etc.

- And now you can also **convert the Draft document in to Final** by clicking on **Final** button, the document will be than saved in final documents in repository section.

This was your Resolution was!

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED X

CIN : U74900MH2015PTC265881

Registered Office: UNIT NO.604, ECO HOUSE PREMISES, CHS LTD.,AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN

CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED ON THURSDAY, 24 AUGUST 2017 AT 10:00 AM AT UNIT NO.604, ECO HOUSE PREMISES, CHS LTD.,AAREY RD 1STCROSS RD,CTS NO176,VISHESHWAR NAGAR,GOREGAON(E) MUMBAI MH 400063 IN

"RESOLVED THAT pursuant to the provisions of Section 197 read with Part I and Section I of Part II of Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification or re-enactment thereof), applicable clauses of the Articles of Association of the Company and recommendation of the remuneration committee, subject to approval of the members, consent of Board be and is hereby accorded for revision in the remuneration of Choose..., Director of the Company, on the terms and conditions including remuneration as mentioned below:

Salary & Perquisites:

- 1 Basic Salary: Rs.25000/- per month w.e.f. Friday, 25 August 2017.
- 2 Commission: Not exceeding 0 percent of net profit in an accounting year of the Company subject to availability of profit w.e.f. Friday, 25 August 2017.
- 3 Free furnished accommodation with gas, electricity, water, furnishing, servants, security, drivers etc.

Final **Draft** **Generate**

- 2. Click on **Final** to view final documents saved and by following the same procedure as that of draft you can view and download the final documents.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

S Sagar Naik

Home Go Back Switch company

You have selected CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

Please select option from left menu to start working

Final (2)

Draft

Documents

Registers

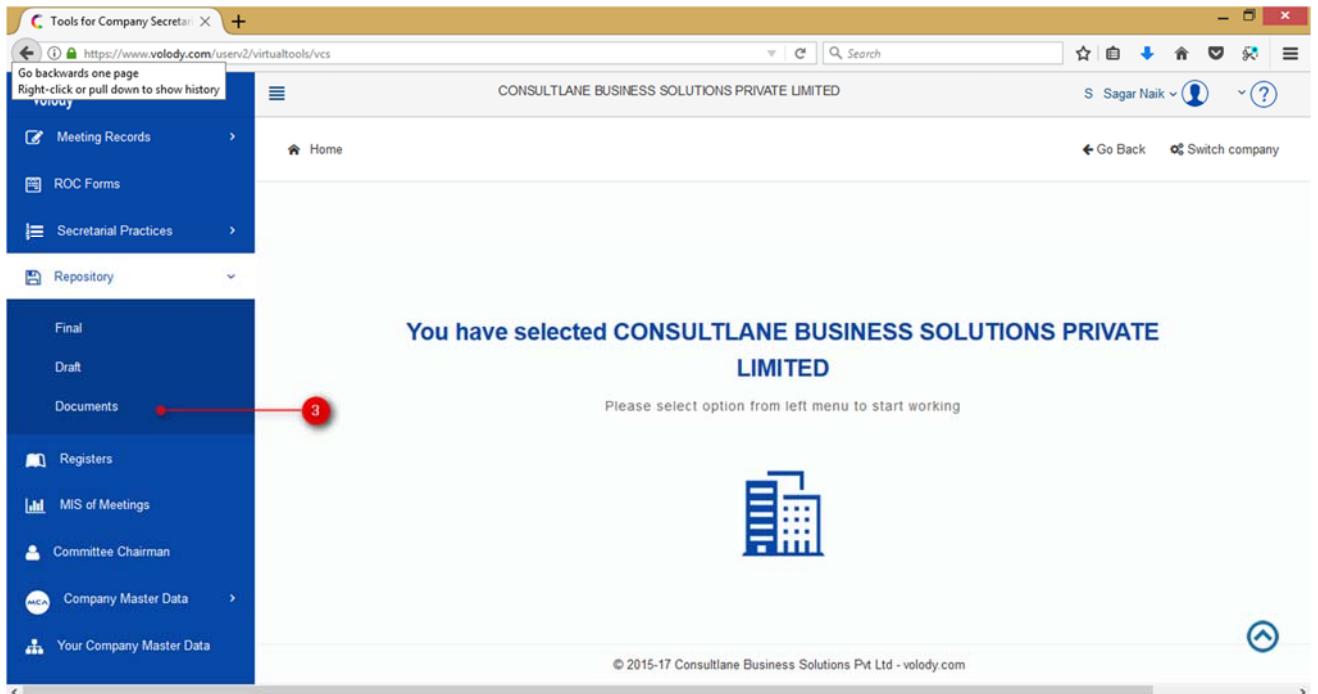
MIS of Meetings

Committee Chairman

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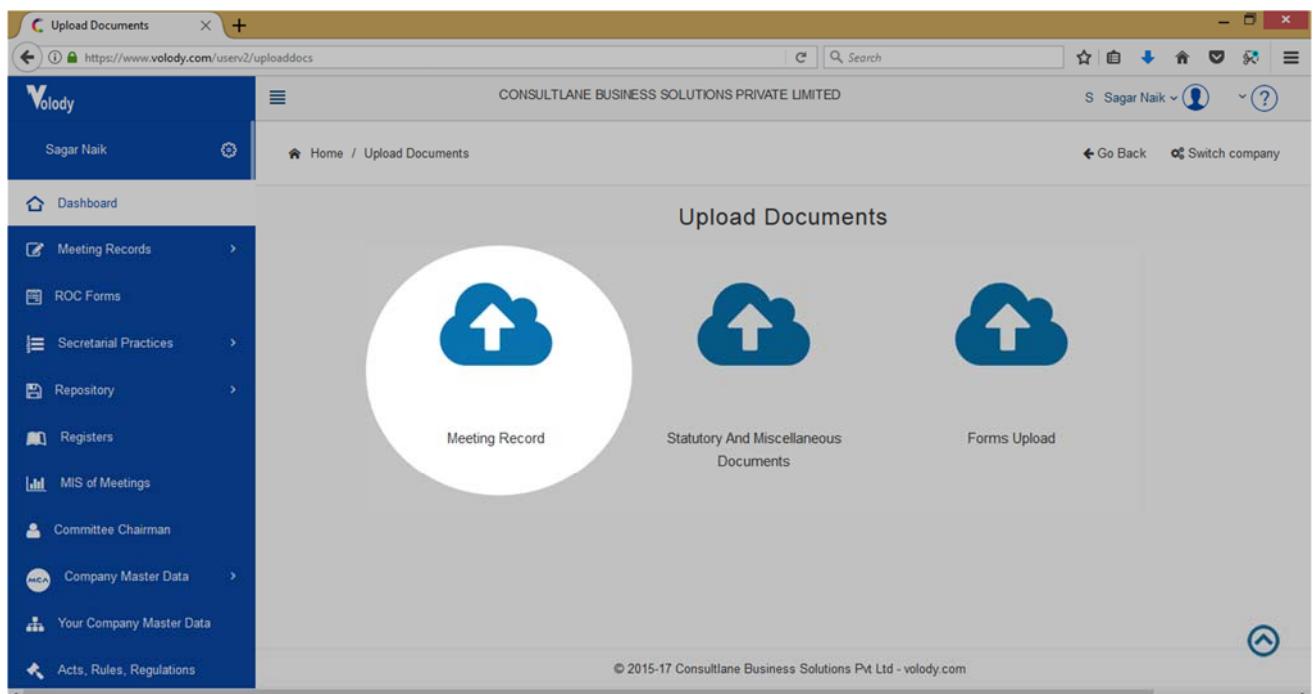
Uploading Meeting records/ Forms/ Statutory and Miscellaneous Documents

- Click on Documents



- Here you can upload Meeting Record, Statutory and Miscellaneous Documents
Forms Upload.

Eg. If you want to upload meetings record, click on **Meeting Record**.



- Fill the details and upload all the documents and click on save button

Meeting Record

Add Files Here

Description *	Type Of Meeting *	Date Of Meeting * (YYYY-MM-DD)
<input type="text"/>	Select Meeting Type	<input type="text"/>
Agenda File (Note: Upload File Less Than 7MB.)	Resolution File (Note: Upload File Less Than 7MB.)	Minutes File (Note: Upload File Less Than 7MB.)
<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.

Save

- Documents will be uploaded, now you can view all documents uploaded and download it.

You can also edit and upload the documents by clicking on pencil button.

	Description	Type Of Meeting	Date Of Meeting (YYYY-MM-DD)	Agenda File	Resolution File	Minutes File
	Discuss Dvidend Policy	Board of Directors	2017-09-01			
	Appointment of director	Board of Directors	2017-09-28			
	agenda	Board of Directors	2017-10-13			

Showing 1 to 3 of 3 entries

Registers

- Click on Registers

The screenshot shows the Volody web application interface. The left sidebar has a dark blue background with white icons and text. The 'Registers' option is highlighted with a blue oval. The main content area has a light gray background. At the top, it says 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. Below that is a search bar and user information ('S Sagar Naik'). The main message in the center says 'You have selected CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED' and 'Please select option from left menu to start working'. There is a blue icon of two buildings in the center. At the bottom, it says '© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com'.

- Select the Register to be made, Eg. Register of Charges

The screenshot shows the 'Registers' page within the Volody application. The left sidebar is identical to the previous screenshot. The main content area has a light gray background. It displays the company registration number 'CIN : U74900MH2015PTC265881'. Below this, there are six register options arranged in a grid. The first row contains three registers: 'REGISTER OF CHARGES Prepare Form CHG-7' (with a circled icon), 'REGISTER OF CONTRACTS Prepare Register Of Contracts' (with an icon), and 'REGISTER OF DEBENTURE / SECURITIES HOLDERS Prepare Form MGT-2' (with an icon). The second row contains three registers: 'REGISTER OF EMPLOYEE STOCK OPTIONS Prepare Form SH-6' (with an icon), 'REGISTER OF INVESTMENT Prepare Form MBP-3' (with an icon), and 'REGISTER OF KMP SHARE HOLDING Prepare Register Of KMP Share Holding' (with an icon).

- In case, one entry has to be made or deleted, use the **edit** option using **Pencil Button**.

Screenshot of the Volody software interface showing the Register of Charges page. The page title is "Register of Charges". It displays a table of charge entries with columns for Actions, Charge ID, and Date of creation of charge or date of acquisition of property subject to charge. The first two rows of the table are circled in red.

Actions	Charge ID	Date of creation of charge or date of acquisition of property subject to charge
	889565	2016-12-05
	46262	2016-12-06
	4565246	2016-12-08
	595621	2016-12-05
	325659	2016-12-07
	42656	2016-12-08

- In case, more entries have to be made, **download** the sample excel file, fill all the details and **upload** the same.

For viewing the Register, click on **Generate Pdf**.

Screenshot of the Volody software interface showing the Register of Charges page. The page title is "Register of Charges". It displays a table of charge entries with columns for Actions, Charge ID, and Date of creation of charge or date of acquisition of property subject to charge. The first two rows of the table are circled in red. At the bottom of the page, there are several buttons: "Add", "Submit", "Download Sample Excel" (highlighted with a red circle), "Upload via Excel", and "Generate Pdf". There is also a file upload input field labeled "Browse..." with the message "No file selected".

- To download the file, click on **Generate Pdf**.

This is how your Documentation Looks!

Form No. CHG - 7
Register of charges
[Pursuant to section 85 sub-rule (1) of rule 10 of the Companies (Registration of Charges) Rules, 2014]

Charge ID	Date of creation of charge or date of acquisition of property subject to charge
889565	2016-12-05
46262	2016-12-06
4565246	2016-12-08
595621	2016-12-05
325659	2016-12-07
42656	2016-12-08
2	2016-12-06

Showing 1 to 9 of 9 entries

- After Generation, click on **Download** file for Printing the same.

CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED

This is how your Documentation Looks!

Form No. CHG - 7
Register of charges
[Pursuant to section 85 sub-rule (1) of rule 10 of the Companies (Registration of Charges) Rules, 2014]

Charge ID	Date of creation of charge or date of acquisition of property subject to charge
889565	2016-12-05
46262	2016-12-06
4565246	2016-12-08
595621	2016-12-05
325659	2016-12-07
42656	2016-12-08
2	2016-12-06

MIS of Meetings

(Board meeting MIS / Director MIS/ Director Attendance slip)

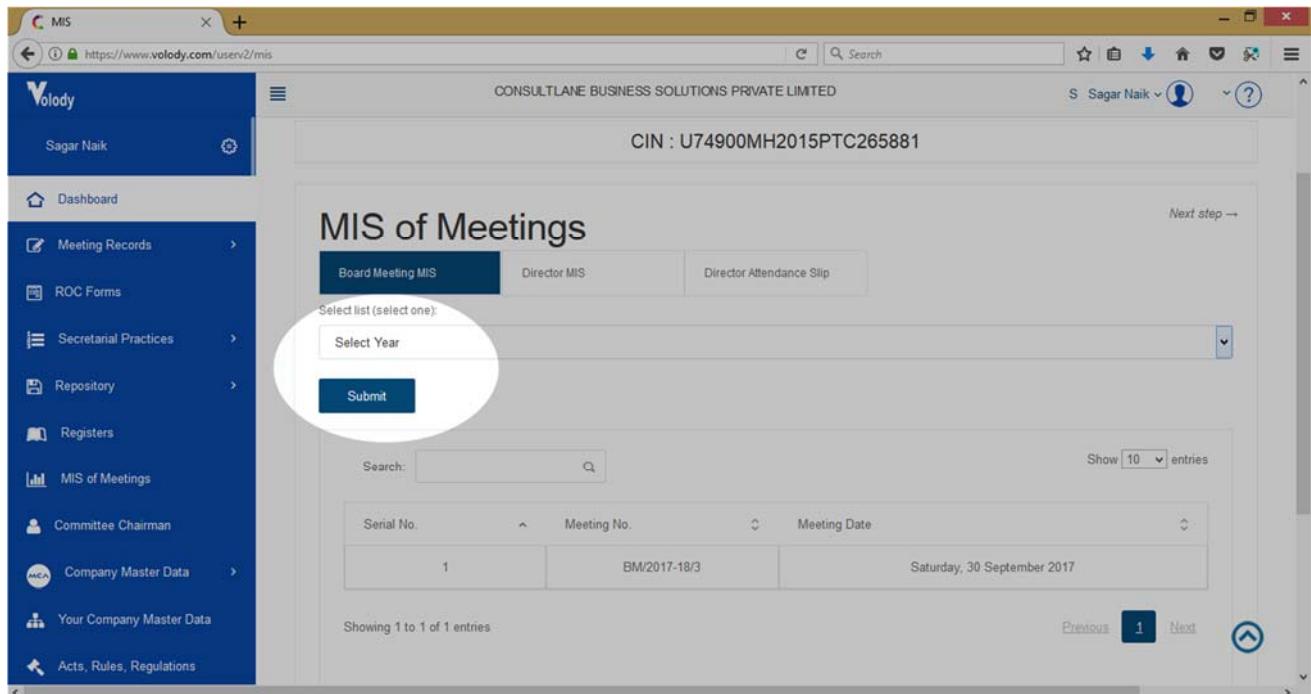
- Click on MIS of meetings

The screenshot shows the 'Tools for Company Secretary' interface. On the left, a sidebar menu includes options like Meeting Records, ROC Forms, Secretarial Practices, Repository, Registers, MIS of Meetings (which is highlighted with a blue oval), Committee Chairman, Company Master Data, Your Company Master Data, and Acts, Rules, Regulations. The main content area displays a message: 'You have selected CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. Below this, it says 'Please select option from left menu to start working'. There is a building icon and a copyright notice at the bottom: '© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com'.

- Select MIS (Board meeting MIS / Director MIS/ Director Attendance slip) which you want to view or update.
Eg. If we select **Board meeting MIS**

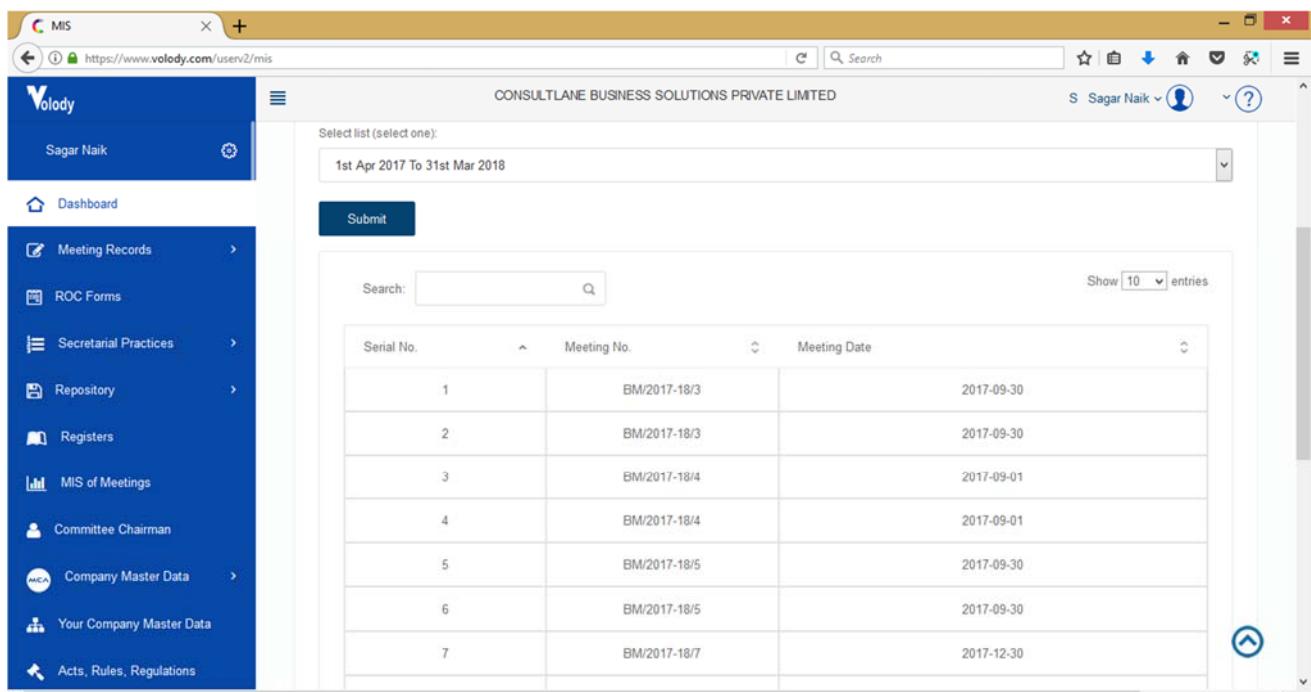
The screenshot shows the 'MIS' section of the website. The sidebar menu is identical to the previous screenshot. The main content area has a heading 'MIS of Meetings' and three tabs: 'Board Meeting MIS' (which is highlighted with a blue box), 'Director MIS', and 'Director Attendance Slip'. Below the tabs, there is a dropdown menu for 'Select list (select one)' and a dropdown for 'Select Year'. A 'Submit' button is present. At the bottom, there is a search bar, a table header for 'Serial No.', 'Meeting No.', and 'Meeting Date', and a pagination area showing 'Showing 1 to 1 of 1 entries'.

- Select year and click on submit button:



The screenshot shows the 'MIS of Meetings' page. On the left, there's a sidebar with various menu items like 'Meeting Records', 'ROC Forms', etc. The main area is titled 'MIS of Meetings' and has three tabs: 'Board Meeting MIS' (which is active), 'Director MIS', and 'Director Attendance Slip'. Below the tabs, there's a dropdown menu labeled 'Select list (select one)' with a placeholder 'Select Year'. A white circle highlights this dropdown. Below it is a 'Submit' button. Further down, there's a search bar and a table with columns 'Serial No.', 'Meeting No.', and 'Meeting Date'. One entry is visible: Serial No. 1, Meeting No. BM/2017-18/3, and Meeting Date Saturday, 30 September 2017.

- Now you can view record of all the Board meetings dates held in selected F.Y



This screenshot shows the same 'MIS of Meetings' page after selecting the year. The 'Select Year' dropdown now contains '1st Apr 2017 To 31st Mar 2018'. The 'Submit' button is visible below it. The main area now displays a table with the following data:

Serial No.	Meeting No.	Meeting Date
1	BM/2017-18/3	2017-09-30
2	BM/2017-18/3	2017-09-30
3	BM/2017-18/4	2017-09-01
4	BM/2017-18/4	2017-09-01
5	BM/2017-18/5	2017-09-30
6	BM/2017-18/5	2017-09-30
7	BM/2017-18/7	2017-12-30

Director MIS

- If we select Director MIS.

To view Date of meetings attended by director click on **Get Status**.

The screenshot shows a web-based application for managing director attendance. On the left is a sidebar menu with options like Dashboard, Meeting Records, ROC Forms, etc. The main area is titled 'CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED' and shows a table with one row of data. The table has columns for 'Serial No.', 'Director', and 'Meeting Date'. The first row shows '1' under 'Serial No.', 'Poonam Sharma' under 'Director', and an empty field under 'Meeting Date'. A blue button labeled 'Get Status' is highlighted with a white circle. The URL in the browser is https://www.volody.com/user2/mis.

- Complete record of **Meetings attended** by director will be appear in box:

This screenshot shows the same application interface but with more data. It displays two rows of meeting records. The first row is for 'Poonam Sharma' with four entries in the 'Meeting Date' column: 'Saturday, 30 September 2017 Present', 'Friday, 01 September 2017 Present', 'Friday, 01 September 2017 Present', and 'Saturday, 30 September 2017 Present'. The second row is for 'Dinesh Sharma' with four entries: 'Saturday, 30 September 2017 Absent', 'Friday, 01 September 2017 Absent', 'Saturday, 30 September 2017 Absent', and 'Wednesday, 18 October 2017 Absent'. Each entry includes a 'Present' or 'Absent' status. The 'Get Status' button is visible at the bottom right of the table. The URL in the browser is https://www.volody.com/user2/mis.

Committee Chairman

- Click on Committee Chairman

The screenshot shows the Volody software interface. The left sidebar has a dark blue background with white text and icons. The 'Committee Chairman' option is highlighted with a blue oval. The main content area displays the message 'You have selected CONSULTLANE BUSINESS SOLUTIONS PRIVATE LIMITED'. Below this, there is a placeholder text 'Please select option from left menu to start working' and a blue icon of two buildings. At the bottom, a copyright notice reads '© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com'.

- Fill all the details and click on Add record:

The screenshot shows the 'Company Directory' page in the Volody software. The left sidebar is identical to the previous screenshot. The main content area is titled 'Company Directory'. It contains two dropdown menus: 'Type of Meeting' (Select Meeting) and 'Director' (Select Director). Below these is a large white button labeled 'Add record'. To the right, there is a table with columns: Sr No., Director Name, DIN, Type of Meeting, and Modify. A single row is shown with values: 1, DINESH SHARMA, 01419202, Executive Committee, and a small edit icon. At the bottom, a copyright notice reads '© 2015-17 Consultlane Business Solutions Pvt Ltd - volody.com'.

- Now you can view complete record of chairman of the meeting:

The screenshot shows the 'Company Directory' section of the Volody platform. On the left, a sidebar menu lists various modules: Dashboard, Meeting Records, ROC Forms, Secretarial Practices, Repository, Registers, MIS of Meetings, Committee Chairman, Company Master Data, Your Company Master Data, and Acts, Rules, Regulations. The main content area is titled 'Company Directory' and displays a table of director records. The table has columns for Sr No., Director Name, DIN, Type of Meeting, and Modify. Two rows are shown: one for DINESH SHARMA (DIN 01419202) and another for POONAM SHARMA (DIN 01419248). The row for POONAM SHARMA is highlighted with a light gray oval. The 'Type of Meeting' column for her shows 'Stakeholder Relationship Committee'. A blue 'Add record' button is located at the bottom left of the table area.

Sr No.	Director Name	DIN	Type of Meeting	Modify
1	DINESH SHARMA	01419202	Executive Committee	
2	POONAM SHARMA	01419248	Stakeholder Relationship Committee	